

(Please return this entire page to the student's teacher)

DIRECTORY INFORMATION

Directory information is primarily requested by parents whose children are having a birthday party and are unable to locate phone numbers/addresses to send invitations. This information is **not** given or sold to any individuals for any reason.

___ I authorize the release of Directory Information

___ I do not authorize the release of Directory Information

Signature of Parent/Guardian

Date

INTRA-DISTRICT WALKING/RIDING FIELD TRIP PERMISSION FORM

My child has my permission to take Walking/Riding Field Trips with his/her teacher. I understand these will be for educational purposes or for rewards, i.e. a trip to the park near the school, and will be within a reasonable distance of the school for the students' ages.

Student's Name

Date

Signature of Parent/Guardian

HANDBOOK ACKNOWLEDGEMENT FORM

If you have any questions or concerns regarding the policies or procedures in this handbook, please contact the principal at your earliest convenience.

I have read the Norwood Elementary Handbook and reviewed the contents with my child.

Reminder: We will be going outside for recess unless it is raining or when the wind chill is below 20 degrees. Please dress your child appropriately.

Signature of Parent or Guardian

Date

PARENT/STUDENT HANDBOOK
FOR
JEFFERSON LOCAL SCHOOL DISTRICT'S
NORWOOD ELEMENTARY SCHOOL

Principal: Susan Barte
Secretaries: Trudi Young
Bambi Keckley

Mission of Norwood Elementary

“The mission of Norwood Elementary, a school of excellence, is to create an environment that promotes student learning, achievement, and growth through effective teaching and character building, with parent and community involvement.”

Superintendent: William Mullett

Board of Education: Jerry Doran
Jerry Garman
David Harper
Meg Hiss
Gene Keel

Welcome to the New School Year

Dear Parents and Students,

This booklet of information is sent with the best wishes from the staff of Norwood Elementary. The booklet contains general information about the school's procedures which may help you better understand the students' day at school.

In addition, it contains information we are required by law to give you. Parents please read through the booklet and discuss its contents with your student. Please sign and return the last page to your child's teacher.

Please feel free to contact us at any time concerning questions you may have. When parents, students, and educators work together, the child receives the maximum benefit of the educational system. We are looking forward to an exciting year - one which we are certain will benefit each child.

Below is a list of Norwood personnel. Our phone number is 879-7642. **Please do not leave students' after school arrangements on teacher voice mails.** Instead, please call the operator or extension #3302 before 2:30p.m. If you receive the voice mail, you may leave the after school arrangement on this extension.

Norwood Personnel

Kindergarten

Lori Denes
Sheri Jarvis
Amy Sigman
Jennalee Speakman
Tammy Sapp

First Grade

Erin Hoop
Linanne Humphries
Marcie Mulchaey
Courtney Price

Second Grade

Jill Lambert
Lisa Marshall
Charlie Morris
Carrie Muschweck

Third Grade

Katie Burke
Renee Hall
Shannon Miller
Morgan Stage

Fourth Grade

Kathy Brewer
Jami Byers
Emily Ozbolt
Sheri Winniestaffer

Fifth Grade

Alison Crawford
Justine Dams
Jessica Juhn
Mark Staffan

Madison/Champaign Educational Service Center Staff

Macy Calland
Megan Thompson
Erin Converse & Marcie Trein – aides
Crystal Morris - aide

Special's Teachers

Melissa Jones – Library
Thomas Ruane - Art
Angel Hillyard – Music
Karla Fry – Computer
Kevin Cutler – Physical Ed.
Elizabeth Bowsher - Title
Patricia Hamm– Title
Tami Hill- Title
Melissa Bowersock- Speech
Melissa Ferguson – Nurse
Heather Foreman – Occupational Therapist

Special Ed Intervention

Dean Hoenie
Rachel Kennedy
Debra Ortlieb
Mary Jo Parello
Amanda Wisenbarger

Elementary Aides

Mary Dobbins
Cindy Duke
Janette Harding
Valerie Huffman
LouAnn VanWagner

Jefferson Local School District Statement of Philosophy and Goals

Adopted August 18, 1986

"We believe that the West Jefferson Education Program exists for all individuals to receive guidance and encouragement for the realization of their potential and the clarification of their personal and social values."

Believing in this philosophy, we establish the following goals and objectives:

- I. To provide a total learning experience which is exciting, enjoyable, challenging and rewarding, preparing each individual for a meaningful present and future through:
 - A. Providing opportunities for the acquisition of skills in:
 - 1) communication - reading, writing, speaking and listening
 - 2) number concepts and the sciences
 - 3) family living
 - 4) wise vocational choices
 - 5) wise use of leisure time
 - 6) management of money, time, property and resources
 - 7) utilization of information
 - 8) adaptation to change
 - 9) evaluation of alternatives
 - 10) problem-solving and decision-making
 - B. Development of:
 - 1) self-worth and worth of others
 - 2) responsible citizenship
 - 3) the responsibility for one's own actions
 - 4) appreciation of learning as a lifelong process
 - 5) meaningful relationships
 - 6) an appreciation of culture and beauty
 - 7) appreciation of the past, understanding of the present, and anticipation of the future
 - 8) respect for authority
 - 9) sportsmanship and fair play
 - 10) good physical and mental health
 - C. Involvement in:
 - 1) classroom learning
 - 2) multi-media centers in each school
 - 3) community resources (people and places)
 - 4) field trips
 - D. The Pursuit of special interest:
 - 1) enrichment - type classes
 - 2) the arts
 - 3) the humanities
 - 4) individual guidance and counseling

- II. To provide quality individual instruction:
 - A. Employment of excellent teachers
 - B. Provide for smaller classes
 - C. Utilization of teacher aides
 - D. Provide time for lesson planning and curriculum development
 - E. Encouragement of departmental organization, at least at the middle school and senior high levels
 - F. Encouragement of student progress at own rate

- III. To provide opportunities for continued professional growth of all personnel:
 - A. Quality of administration
 - 1) high standards for qualification as administrators
 - 2) encouragement of intra-staff communication
 - 3) encouragement and appreciation of excellence in the staff

- IV. To provide avenues for communication with school, home and community:
 - A. Student progress reports at all levels
 - B. Parent/Teacher conferences as needed
 - C. Frequent newsletters
 - D. Encouraged participation ties with home and community

- V. To seek the necessary financing to underwrite our philosophy:
 - A. Survey of current and future needs
 - B. Establishing budget priorities
 - C. Frequent evaluation and up-dating of the entire financial program
 - D. Improved facilities
 - 1) renovation and repairs when needed
 - 2) frequent evaluations of buildings and equipment
 - 3) adequate services staff for maintenance and operation

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- Acknowledgement Form
- Directory Information
- Internet/Computer Guidelines
- Medication Form for Doctor
- Over the Counter Authorization Form
- Walking/Riding Field Trip Form
- Healthy Snack List
- Staff/Family/Student Compact

Parents:

The federal law, No Child Left Behind, requires that any local school district receiving federal Title I funds must notify and give parents the opportunity to request information regarding the professional qualifications of their child’s teacher. We are pleased to report that all of the teachers at Norwood Elementary meet the criteria set as a Highly Qualified Teacher.

If a parent would like additional information regarding a teacher’s professional qualifications they should call the principal’s office at 879-7642, ext. 3307.

JEFFERSON LOCAL SCHOOL DISTRICT

PHYSICIAN'S REQUEST FOR THE ADMINISTRATION OF MEDICATION BY SCHOOL PERSONNEL

STUDENT NAME:

NAME OF MEDICATION: _____ DOSE: _____

ROUTE OF ADMINISTRATION: _____ TIME: _____

ADDITIONAL INSTRUCTIONS: _____

SIDE EFFECTS TO MONITOR: _____

THIS REQUEST EXPIRES: _____

PHYSICIAN SIGNATURE: _____ DATE: _____

PHONE NUMBER: _____

.....

PARENT'S REQUEST FOR THE ADMINISTRATION OF MEDICATION BY SCHOOL PERSONNEL

I hereby request and give my permission to the principal or his designee to administer the following medication to my child and agree:

1. To deliver the medication to the school and NOT send it with my child
2. To notify the school if there are any changes related to the medication or if it is discontinued.

CHILD'S NAME: _____ DATE: _____

NAME OF MEDICATION: _____ DOSE: _____

ROUTE OF ADMINISTRATION: _____ TIME: _____

PARENT SIGNATURE: _____

JEFFERSON LOCAL SCHOOLS

STUDENT INTERNET/COMPUTER GUIDELINES AND ACCEPTABLE USE POLICY

In exchange for the use of the Jefferson Local Schools Internet/Computers/Network, I understand and agree to the following:

- I. That the use of the Jefferson Local Schools computer equipment is a privilege which may be revoked by the administrators of the system at any time for abusive conduct. Such conduct would include, but not be limited to: placing of unlawful information, computer viruses or harmful programs on the system in either public or private files or messages, the unauthorized altering of system software, and transmission of materials which constitute a violation of copyright law. The threatening, abusive, defamatory or otherwise objectionable language in either public or, upon registration of complaint, private messages. The staff of Jefferson Local Schools will be the sole arbiter of what constitutes obscene, vulgar, threatening, abusive, defamatory, or otherwise objectionable language.
- II. That Jefferson Local Schools reserves the right to review any material stored in files which are generally accessible to others and will edit or remove any material which the Jefferson Local Schools staff, in as sole discretion, believes may violate any of the standards mentioned in this document. It is expressly forbidden for users to use any Jefferson Local Schools resource to obtain, view, download, store, forward or otherwise access such materials.
- III. That the Jefferson Local Schools users who violate the above standards or attempt to log in as another user will have their accounts disable and be subject to further disciplinary action.
- IV. Files stored on school computers are restricted to school related assignments only. Personal files may not be stored.
- V. That I shall not copy (without authorization), damage, or alter any hardware or software.
- VI. All non school software and diskettes must be checked for viruses and approved for use by school personnel before being used on any computer and are subject to inspection and approval by school personnel at any time.
- VII. That I shall not attempt to establish or aid in establishing computer contact into school district restricted computer nets or any other unauthorized databases.
- VIII. That I shall not attempt to bypass or alter any security measures established by the School District.
- IX. That the Electronic mail is not guaranteed to be private.
- X. Access to any Electronic mail systems other than district owned email are prohibited.
- XI. That I should not reveal my password (if applicable) to anyone.

- XII. That I should not reveal personal addresses or phone numbers
- XIII. Cellular phones are to be turned off around any district computer or network equipment. (e.g. BlueTooth enabled phone will not be turned on for any reason, anywhere within the district)
- XIV. That the network is a shared resource with finite capacities; that I should be considerate when transferring or storing large files on Jefferson Local Schools resources; that any use of the network which disrupts other users or seriously degrades performance may be determined to be improper by the systems administrator and that appropriate action will be taken.
- XV. That will use appropriate and proper judgment when printing to Jefferson Local Schools printers. Abuse of this privilege would include, but not be limited to excessive printing. Loss of user account privileges along with disciplinary action may be taken.
- XVI. That Jefferson Local Schools users need to be aware that Internet, like television, telephone service, and other forms of mass media, provides access to information and people, representing many different countries, cultures, political/philosophical/moral/religious views, and lifestyles. Students using Internet in Jefferson Local Schools shall be responsibly supervised. However Jefferson Local Schools and its employees can not be responsible for students' inappropriate use of the school's equipment and/or the network system.
- XVII. That all information services and features contained on Jefferson Local Schools networks are intended for the private use of its users, and any commercial or other unauthorized use of those materials, in any form, is expressly forbidden. This includes, but is not limited to, commercial transactions, "for profit" ventures, employee recruiting, extensive personal business, product advertisement, and political lobbying.
- XVIII. The internet/intranet are for educational purposes only.
- XIX. That all information contained on Jefferson Local Schools is placed there for educational and general information purposes and is, in no way, intended to refer to, or be applicable to, any specific person, case, or situation.
- XX. That Jefferson Local Schools does not warrant that the functions of the system will meet any specific requirements you may have, or that will be error free or uninterrupted; nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data or information) sustained or incurred in connection with the use, operation, or inability to use the system. Jefferson Local Schools shall not be liable for any damage incurred due to harmful programs (including computer viruses), which on rare occasions, may propagate through computer networks such as the Jefferson Local Schools network.
- XXI. That I will abide by such rules and regulations of system usage as may be changed from time to time by the administrator of Jefferson Local Schools network.

Staff/Family/Student Compact

We as Norwood Elementary staff, family, and students participating in activities, services and programs funded by Title 1, Part A of the Elementary and Secondary Act (ESEA) agree to share the responsibility for improved student academic achievement. The school and parents together will build and develop a partnership to help children achieve the state's high standards. Families, students and teachers generated our list of responsibilities for which we will be accountable.

As **Norwood Elementary** Staff Members we promise:

- To provide reports regularly regarding students' reading/math progress.
- To differentiate to meet students' needs.
- To provide families with research-based resources and tips for reading/math instruction at home.
- To use a variety of research-based reading/math intervention strategies to help each child.
- To be available for consultation in a reasonable amount of time and at least twice at parent teacher conferences.
- To provide high quality research-based curriculum in a supportive learning environment.
- To provide opportunities for parents to volunteer at school.

As **Family Members** we promise to help our child with reading/math by:

- Reading with our child every night and making reading/math a priority.
- Practicing sight words and enriching child's vocabulary.
- Practicing math facts and helping with homework.
- Being patient and giving praise while reading with our child.
- Having appropriate bedtimes and healthy meals or snacks.
- Making reading/math fun!
- Participating in parent/teacher conferences, family nights at school, and in decision making related to the education of our child.

As a **Student** I promise to help myself with reading/math by:

- Having a positive attitude.
- Doing homework willingly every day.
- Practicing sight words and math facts.
- Being responsible for my own reading/math assignments and materials.
- Doing my best at all times!

HEALTHY SNACK IDEAS

The following is a list of healthy snack ideas for our students here at Norwood Elementary. Although the list is not all inclusive, it serves as a guide for the types of foods that are appropriate to have for daily snacks and school holiday parties.

POPCORN

BANANA/BLUEBERRY/ZUCCHINI BREAD OR MUFFINS

FRUIT

VEGETABLES (with or without a low fat dip)

LOWFAT YOGURT (fresh or frozen)

CHEESE

WHOLE WHEAT CRACKERS

PRETZELS

GRANOLA BARS

GRAHAM CRACKERS

RAISINS

ANIMAL CRACKERS

100% FRUIT POPSICLES

TRAIL/CHEX MIX

BAKED CHIPS

SALSA

UNSWEETENED APPLESAUCE

WHOLE GRAIN CEREALS (CHEERIOS, FROSTED MINI WHEATS)

PEANUT BUTTER

RICE CAKES

LOW FAT PUDDING

NUTS

LUNCHMEAT

SUNFLOWER/PUMPKIN SEEDS

JERKY

Permission for Pictures at Norwood

During the course of the school year there may be instances at Norwood in which your student may have his/her picture taken. (Roughrider of the Month, assemblies, special events, etc.) Pictures are taken and displayed within the building and at times published in our school newsletter, and in the local newspapers. Parental permission is required in order for the school to take, print, display or publish your student's picture.

I hereby:

give permission for _____ to appear in pictures for Norwood Elementary.

DO NOT wish for _____ to appear in pictures for Norwood Elementary.

Parent/Guardian signature

Date

PARENT/STUDENT HANDBOOK

Attendance Policy

Students are expected to attend classes regularly and to be on time in order to benefit maximally from the instructional program and to develop habits of punctuality, self-discipline and responsibility.

The Board of Education of the Jefferson Local School District has adopted a policy conforming to State law. **A parent or guardian must notify the school** on the day a student is to be absent, by the time school begins. If no notice is received, an attempt will be made to notify the parent/guardian by phone, to confirm the parent/guardian's knowledge of the student's absence.

The following procedure will be used by the Jefferson Local School System:

1. Parent Responsibility
 - a. Parent/Guardian is required to have on file at school office the emergency/medical form with a responsible party.
 - b. The school must be notified immediately of any telephone number changes in order to maintain accurate information in the event contact needs to be made for any reason.
2. It is required that the necessary forms, i.e. student handbook form, emergency/medical form, etc. be turned in by the 2nd week of school.

3. Parental Procedure

- a. **A parent must notify the school by 8:30 am.**

Give the student's name and reason for the absence. If no reason is given, it will be considered an unexcused absence. Attendance line is open 24 hours a day. Attendance line is 614-879-7642 option #2.

4. School Responsibilities

- a. A parent/guardian will be notified daily of the student's absence unless absence has been reported to the school previously.
- b. A call will be made to the designated number on file in the office. If you want that number to be one other than home, please advise the office.
- c. As soon as possible, the school will call the parent/guardian stating:

"This is school calling to inform you that, according to our attendance report for today, student's name is absent from school today."

Once the student arrives at school, he/she assumes complete responsibility for being where he/she is supposed to be at the proper time. The school has the responsibility of encouraging class attendance and taking action if there is any deviation from the schedule and the parent has the responsibility of working with the student and the school to correct any problems that develop.

ALL ABSENCES ARE RECORDED, REGARDLESS OF THE REASON.

Excused Absence

Ohio law states that pupils may be absent from school for the following reasons:

1. Personal illness of student: The approving authority may require the certification of a physician if he/she deems it advisable.
2. Illness in the family: The absence under this condition shall not apply to children under the age of 14.
3. Quarantine for contagious disease: The absence of a child from school under this condition is limited to the length of quarantine as fixed by the proper health officials.
4. Family vacation/planned absence (see page 2)
5. Death in the family: The absence arising from this situation is limited to a period of 18 hours unless reasonable cause can be shown by the applicant child for a longer absence.
6. Work at home due to the absence of parents or guardians.
7. Observance of religious holidays: Any child of any religious faith shall be excused if his/her absence was for the purpose of observing a religious holiday consistent with his/her family's creed or belief.
8. An emergency or circumstances, which in the judgment of the superintendent of schools constitute a good sufficient cause for absence from school.

Unexcused Absences

Unexcused absences are absences for reasons other than those listed above. Students with excessive unexcused absences or tardies may be referred to the District Attendance Officer, result in disciplinary action and can include truancy charges being filed on the student or contributing charges on parents. Students who are absent during any school day are not permitted to attend evening events at the building or in the District (Family Nights, school programs, sports events, etc.) unless pre-approved by the building principal.

Truancy/Habitual Truancy

Truancy is defined as being out of school or class for reasons other than the reasons listed under the Ohio Revised Code (ORC). A habitual truancy is any child of compulsory school age who is absent from school without a legitimate excuse for 30 or more consecutive hours (5 days, 42 or more hours in one month (7 days), or 72 or more hours (12 days) in a school year. Habitual Truancy will result in the following process:

1. Notification of parents per ORC is at 38 hours (6.2 days) in a month and/or 65 hours (11 days) in a year. The Jefferson Local School District will send letters home to notify parents.
2. Once a student meets 38 hours (6.2 days) or 65 hours (11 days) in a year of unexcused absences the Intervention Attendance Team may schedule an intervention hearing.

PARENT/STUDENT HANDBOOK

3. If Intervention is not successful and attendance does not improve in the 61 day Intervention Plan the attendance officer will file a complaint with the Juvenile Court System.

Parent Notification and Truancy Prevention

The Board directs the administration to develop intervention strategies that may include all of the following:

1. Attendance letters will be sent by administration at the 30 hours (5 day), 60 hours (10 day), and 90 hours (15 day) of absences.
2. Provide a truancy intervention plan meeting.
3. Provide counseling for habitual truancy.
4. Request or require a parent having control of a habitual truant to attend parent involvement program.
5. Request or require a parent of a habitual truant to attend a truancy prevention mediation program.
6. Take appropriate legal action.

Make-Up of Class Work

The time limit for make-up work shall be one day for each day absent, but not to exceed 2 weeks after re-entry to school unless an extension is granted in writing by the principal. Students who are absent due to approved vacation will be given time to make up missed work upon return according to policy.

When your student is absent for more than one day, you may make arrangements to pick up homework. You must call the school before 9:00 a.m. This gives the teacher enough time during the day to gather assignments, materials, and books for the student.

Homework may then be picked up between the hours of 2:30 – 3:30 in the front office.

Tardy/Leaving School Early

Prompt arrival to school is expected of all students. Any student, who arrives at school after 8:35 a.m., **must be accompanied by an adult and signed-in at the front office.** Students will receive a tardy slip before entering the classroom. All tardies (except doctor's appointments with a note) are unexcused. Students are discouraged from leaving school early. If it becomes absolutely necessary, parents must sign the student out in the office. Arriving late or leaving early goes against perfect attendance. Excessive tardiness can result in an attendance mediation or referral to the Attendance/Truant Officer for further action.

Student's arrival/departure time:

8:25 a.m.	First Bell
8:35 a.m.	Tardy Bell
3:15 p.m.	Dismissal

Family Vacation/Planned Absences Policy

Absences are a detriment to academic performance. For this reason, parents and students are strongly urged to

arrange for planned absences only when absolutely necessary. State law mandates full attendance of students for the number of days school is in session and places the responsibility for full attendance upon the student's parents/legal guardians. Requests for such planned absences are to be made only in cases of utmost necessity. The principal has the authority to approve or deny requests for all planned absences. Students with poor attendance records will not be approved. Reasons for which students will be permitted to request planned absences are limited to the following.

1. A family vacation when a student is accompanied by parent(s) or legal guardian(s), a maximum of 30 hours (5 days).
2. Educational activities sponsored by an organization other than the school; this includes Take Your Child to Work Day.
3. Circumstances other than the above that, in the judgement of the principal, constitutes a valid reason.

Applications for planned absences are available in the office and must be signed by an administrator. This must be done in advance of the planned absence and may be unexcused days if the form is not filled out and turned in **BEFORE** the student leaves.

Homework Policy

Homework is important and is an extension of the learning that takes place in school. It should provide practice and drill that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking. Parents can help their children by arranging a quiet, comfortable place for the students to work and by seeing that assignments are completed. Each teacher will provide their homework expectations at the beginning of the school year.

1. Students will be responsible for completing assigned homework as directed and returning it to the teacher by the designated time.

Homework assignments should reflect careful attention to detail and quality of work.

Although we do not believe parents should give a great deal of help to students in completing homework, we hope that parents will:

- Encourage and support the student in the performance of assigned homework.
- Indicate and show interest in the assignments and assist, if possible, when requested by the student.
- Support the school regarding the student being assigned homework
- Request assignments for the student when long-term absences are necessary.

2. Progress Book is an excellent way to monitor a child's homework lessons and performance.

PARENT/STUDENT HANDBOOK

Transportation

Bus Passes

Students are to ride their regularly scheduled bus unless they receive office approval to ride a different bus. Norwood students requesting to ride any bus other than their regularly assigned bus are to bring a note (**including bus number and address to where student is to be dropped off**) to the office by 9:00am from their parent, requesting special busing arrangements for that day. We will try to accommodate the requests to ride other busses; however, there may be times that certain busses cannot accommodate additional students. If this should occur, parents or guardians will be contacted to make other arrangements.

Student Conduct on Buses

1. Be careful in approaching bus stops.
2. Arrive at the bus stop before the bus is scheduled to arrive.
3. Get on and off the bus at their designated stop (any changes must be approved in writing by a school authority).
4. Cross in front of the bus, not behind the bus.
5. Not exhibit behavior at the bus stop that threatens life, limb, or property of any individual.
6. Sit in assigned seat (drivers have the right to assign seats).
7. Reach assigned seat without disturbing or crowding other students.
8. Remain seated while the vehicle is in motion.
9. Obey the driver promptly and respectfully.
10. Keep the vehicle clean and sanitary.
11. Refrain from chewing gum, or consuming candy, food or drinks on the vehicle at any time (accept as required for medical conditions).
12. Refrain from using profane language, from loud talking or laughing, or making obscene gestures.
13. Remain seated keeping aisles and exits clear, keep head, arms, and hands inside the vehicle at all times and not throw or pass objects on, from or into the vehicle.
14. Be courteous to fellow students and the driver.
15. Not to open the emergency door except for driver direction or in an emergency.
16. Do not damage or vandalize the school bus. Students will be required to pay for repair of damage.
17. Not be in possession of or under the influence of alcohol, drugs, tobacco, or other illegal or dangerous substances.
18. Not possess dangerous weapons or implements that could be used as a weapon.
19. Not possess flammable or explosive devices.
20. Not fight, spit, or bite.
21. Carry on the vehicle only items that can be held in their bags.

Transportation Registration/Change of Address

A Bus Transportation Registration form must be filled out for any new student(s) or any student address changes. Any questions regarding student transportation can be directed to the Transportation Department at 614-801-2195.

Care of School Property

We would like to stress that students are expected to properly care for school property. Both parents and school personnel want students to have materials and equipment in good condition and want to keep operating expenses as low as possible. Parents will be billed and expected to pay for damages.

Change of Address and/or Phone

We must know how to reach you in case of an emergency. If your phone or work number changes, **please notify the school office in writing**. If you move, change sitters, or need to add or delete a contact, **please come in to the school office to update emergency forms**.

Daily Time Schedule

8:25 a.m.	First Bell
8:35 a.m.	Tardy Bell
10:55 a.m.	Kdg. Lunch
11:15 a.m.	1 st Grade Lunch
11:35 a.m.	2 nd Grade Lunch
11:50 a.m.	3 rd Grade Lunch
12:10 p.m.	4 th Grade Lunch
12:30 p.m.	5 th Grade Lunch
3:15 p.m.	Dismissal for all students

Recess for all grade levels will take place prior to their lunch.

Your child's teacher will send home a schedule of days your child has physical education, art, music, library, and computer.

Discipline - Student Behavior

The school recognizes our obligation to optimize learning conditions by providing for ALL students a safe and non-threatening environment. Behavior of **any kind** that disrupts the educational process will not be tolerated.

Negative behaviors which prohibit the teacher from teaching and the student from learning are listed below in the Code of Conduct.

It is our belief that a policy of **zero tolerance** toward these behaviors should be coupled with a program that reinforces those student behaviors that contribute positively to the educational environment. We have identified those student characteristics that are universally accepted as desirable positive traits and which contribute to student success both academically and behaviorally.

PARENT/STUDENT HANDBOOK

Rights and Responsibilities

Students attend the Jefferson Local Schools under the direction of state law and with full benefits of constitutional protection for their rights as citizens. They therefore can act, speak or behave as young citizens within a large scope of options. This code, published in conformity with O.R.C. 3313.661, specifies the schools' expectations. Students have a right to reasonable treatment from the school and its employees. In return, the school has the right to expect reasonable behavior from students. Freedom carries with it **responsibilities** for all concerned.

The following list of rights *with corresponding responsibilities* defines a guide for cooperation, academic achievement and growth of self-discipline:

Student Rights

Students have the right to:

1. Be treated with respect and dignity
2. An educational environment which allows for maximum growth of the individual
3. Physical safety
4. Protection of personal property
5. Be informed of rules and procedures
6. Fair and equitable treatment

Student Responsibilities

It is the student's responsibility to:

1. Treat others with respect and dignity
2. Contribute positively to the educational environment
3. Keep themselves and others safe
4. Care for and protect the school's physical environment
5. Follow established rules and accept consequences when they are broken
6. Demonstrate reasonable behavior in all situations

Discipline Philosophy

Webster's Dictionary defines the word *discipline* as "to train or develop by instruction". The ultimate goal of our discipline plan is to develop in the student, strong self-discipline. We have carefully designed a behavior management plan that teaches students the difference between appropriate and inappropriate behaviors. At the foundation of our discipline, philosophy is the element of *choice*. We feel strongly that behaviors are regulated by the choices that students make and our goal when disciplining students is to guide them towards appropriate choices.

The following Code of Conduct is a clear set of behavior expectations for all students to follow. Any student whose behavior disrupts the educational process will be subject to disciplinary actions according to the following hierarchy:

- Verbal Warning
- Loss of privileges
- Time-outs
- Loss of recess
- In-school suspension
- Out-of-school suspension
- Expulsion

When determining the appropriate discipline for a student's action, such factors as severity of the action and the student's previous discipline history will be considered.

Rule 1. Disruption of School

Students shall not disrupt the normal school day or obstruct the educational process. This includes behaviors that use violence, extortion, coercion, threatening postures and language, and unusual dress or appearance.

Rule 2. Damage of School or Private Property

Students shall not cause or attempt to cause damage to school buildings, property, and grounds. A student shall not cause or attempt to cause damage to private property on school premises during the school day, or during a school activity, function or event off school grounds.

Rule 3. Assault

Students shall not cause physical injury or behave in such a way which could threaten to cause injury to school staff, other students, or visitors while under the jurisdiction of the school. This would include unlawful interference with and/or verbal assaults or intimidation of school authorities. Students may be subject to school discipline measures for harassment, vandalism, and physical or verbal assaults on school personnel during non-school time.

Rule 4. Dangerous Weapons and Instruments

Students shall not possess, use, transmit, or conceal any object which might be considered a dangerous weapon or instrument of violence. This includes, but is not limited to: guns or knives, (play or real), - this includes caps or explosives devices).

Rule 5. Narcotics, Alcoholic Beverages and Drugs

Students shall not possess, use, distribute, conceal or be under the influence of any alcoholic beverages, dangerous drug, narcotic or mind-altering substances or possess associated paraphernalia and instruments.

Rule 6. Look-alike drugs

Students shall not possess, use, distribute or conceal any counterfeit substance or container that is represented to look like a controlled or illegal substance.

Rule 7. Tobacco

Students shall not be permitted to possess, use, distribute or conceal any form of tobacco while on school property during the school day, at any school sponsored activity after school hours or on any school bus at any time.

Rule 8. Insubordination

Students shall not fail to comply with the directions of teachers, student teachers, substitute teachers, teacher aides, principal or other authorized personnel during any

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time when the student is under the authority of school personnel. This includes, but is not limited to: repeated violations of any rules, directive, or disciplinary actions; and refusal to accept discipline or identify themselves.

Rule 9. Profanity and/or Obscene Language

Students shall not use profanity or obscene language, either written or verbal in communicating with anyone. This includes the use of obscene gestures, signs, pictures, or publications.

Rule 10. Harassment

Students shall not use any speech or action that creates a hostile, intimidating or offensive environment toward any individual or group.

Rule 11. Truancy and Tardiness

Truancy is declared when a student is absent from school or any portion thereof without school authorization and parent consent. Excuses from school must meet the State Board of Education conditions as outlined in this handbook under Attendance and in the Ohio Revised Code. Being absent from class or classes without permission is an act of truancy. In cases of prolonged absence, a doctor's certificate may be required to verify the absence in question. Repeated violations of tardiness shall be considered a violation of Rule 8.

Rule 12. Theft, Larceny, Robbery.

Students shall not use or attempt to take into possession the public property or equipment of the school district or the personal property of another student, teacher, visitor, or employee of the school district.

Rule 13. Frightening, Degrading, or Disgraceful Acts.

Students shall not engage in or threaten any act which frightens, degrades, and disgraces anyone by written, verbal, or gestured means. This includes acts of malicious, mischief and blatant disrespect.

Rule 14. Transportation Rules and Regulations.

Students are expected to abide by the rules of conduct established for the use of bus transportation on regular routes, extra-curricular activities and field trips.

Involvement and Support of Parents

The behavior of the student in school is ultimately the responsibility of the parents and a reflection of the kind of discipline the parents have developed with the child at home.

a. If the child's behavior becomes disruptive of the educational program, a danger to other students, or becomes uncontrollable, the school may legally suspend or expel the student from school.

b. Parents may be held legally liable for vandalism, damage to school property, or injury to students or staff for which their child is responsible.

We expect the parents to cooperate with and support the school when the child must be disciplined.

Classroom Discipline Plans

Each teacher has a discipline plan for his/her classroom which she/he will discuss with the students. A copy of these classroom rules will be sent home at the beginning of the school year.

All classrooms use The Rider Way reflection sheet when there are discipline concerns.

Student Planners

In an effort to improve parent/teacher communications and help organize your student's homework and assignments, students in grade 4&5 will be required to use a student planner. These will be given to your student at the beginning of the year. Parents are asked to review daily entries, communicate in writing questions and comments to the teacher and **sign each page.**

Dress Code

In an attempt to create an atmosphere at Norwood Elementary that stimulates learning, we have designed a dress code that compliments the objectives/goals of our educational curriculum. The following dress code will serve as a guideline to achieve greater uniformity while allowing for personal expression within the educational framework.

While fashion trends change, the reason for being at school does not. Norwood Elementary students come to school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or represents a safety risk will not be permitted. **Please note that the school reserves the right to require any student to change clothing which is a disruptive influence on the educational atmosphere.** As stated in the Jefferson Local Board of Education Policy, students are not allowed to wear clothing that shows an affiliation with any gang-related activity. Under no circumstances will we permit the wearing of clothing, jewelry, badges, or symbols which show evidence of such connection. This includes chains, tattoos (permanent or temporary), scars/marks, and haircuts. Students should wear clean comfortable clothes to school. We ask parents to use good judgment in what children wear. The following guidelines should be followed when selecting proper school attire:

1. Clothing styles must constitute no threat to the health and safety of the wearer or other persons at school. We encourage students to NOT wear flip-flops.
2. Pants must fit around waist. "Sagging" pants will not be permitted and there should be no underclothing showing.
3. Dresses, shorts, and skirts which are too short are not acceptable. They must cover at least half of the thigh when standing up and a 4-inch inseam.
4. No tube, halter, bare midriffs, or tank tops are permitted.

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5. Items of clothing that contain profanity, suggestive comments, anti-school messages, and obscenities are not allowed.

6. Caps, hats, and other inappropriate head coverings may not be worn in the school building.

7. Trendy styles, including make up, spray hair color/dye, body-piercing, and exceptionally long fingernails will not be permitted.

We believe children learn better if they have physical activity during the day. **We will have outside recess except on rainy days or when the temperature with wind-chill is below 20 degrees, with the wind chill.**

Water Bottles

Students are allowed to bring water bottles to school. Water bottles need to be filled at home and are to be plastic with a screw on top.

Deliveries at School

In an effort to reduce the amount of disruptions during the school day, we would ask that you refrain from sending any type of deliveries such as: flowers, balloons, etc. to your student. In addition, items of this nature can not be transported on a school bus. Such deliveries made to the school will be held in the office until the end of the school day. Thank you for your understanding and cooperation regarding this matter.

Fees

The Jefferson Local Board of Education provides all basic instructional materials at no cost. There is a charge for all consumable materials. **School fees are due thirty days after school begins.** School fees must **be paid in full** prior to a student being permitted to:

1. Purchase any materials sold through the school district (pictures, books, yearbook, etc.)
2. Take part in field trips that require a bus.
3. Take part in any extra-curricular school activities.

Fee notices will be sent home at the beginning of the year. If you feel you may qualify, fee waiver forms are available. If your student is on reduced lunches, you will need to pay 50% (1/2) of the school fee.

Report Cards/Interim Reports

Progress Reports are issued every nine weeks. Interim reports **may** be sent home with students in the middle of each grading period. See the District Calendar for specific dates. Both, interim and report cards are now available online.

Gum

Careless disposal of gum on furniture, in drinking fountains, and on floors presents sanitation and cleaning problems. Therefore, gum chewing is **not permitted** on any school property, including school buses.

Lost and Found

When we cannot identify the owners of various items, the items are placed in the Lost and Found which can be found on the stage in the cafetorium. Parents visiting the school are encouraged to check to see if any of these items belong to their child.

Breakfast

Norwood Elementary offers breakfast for students. The meal will be served every morning starting at 8:10am. If your child is not a bus rider and will be eating breakfast, they should report to the cafeteria. If your child rides a bus, he/she will exit the bus upon arrival and report to the cafeteria.

If your child receives a free lunch, he or she will also get a free breakfast. A child who receives a reduced price lunch will need to pay \$.30 for breakfast. The price for other children will be \$1.50.

Lunch

The school serves a nutritionally balanced lunch each day school is in session. Each student has a lunch account and funds can be added by sending in a check made out to Jefferson Local Schools or going on line to www.mealpayplus.com. If you have any questions, you can contact Christine Elkins at 879-7681 x2400. Milk is included in the school lunch and students who pack may purchase milk separately. Carbonated canned drinks are discouraged.

Color coded magnetic menus are given to each student at the beginning of the school year. It is a rotating calendar for the year.

Free/reduced cost lunches are available for students who qualify. Applications will be sent home at the beginning of the year with all students. This information is kept in the strictest confidence and students receive the same lunch ticket as other students. The reduced lunch price is \$.40. The price of lunch for other children will be \$2.50. Adult lunches are \$3.50.

MealPayPlus Information

Jefferson Local Schools' cafeteria system allows for payments to be made to your student's lunch account from the My Payments Plus website (www.mypaymentsplus.com) with a credit or debit card (there is a small fee, but that is charged by the company for the processing and the school does not receive that). If you'd prefer not to use the online payment and avoid the fee, you can still send cash or a check with your student to school to be added to their account. After you set up your account, to add your student or students to the account you will need their ID which you can get from the cafeteria, the building secretary, or any report card for your student. The link to this website can also be found on the school district website on the left hand side.

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Once you have your account and student(s) added, when you go to make a payment you can put the money into one of two categories or a combination of both:

Meal – This allows a student to purchase ONLY the meal of the day, but no extras or a la cart items.

General – This allows the student to purchase snacks, a la cart, or the meal of the day. This option has a lot more flexibility, but a student could spend a lot of money in a short amount of time.

If you are sending cash or a check to school and want it added to a specific category, please attach a note so that the cafeteria knows.

You can set low balance notifications under “Manage Account”, and then selecting Manage Notifications. Make sure you check the appropriate categories where you are depositing money. Some people choose to only put money in the meal category and so they would not want to select to get notifications from the general one.

You can view account balances under “View Balances”. Please note that new deposits may take up to 48 hrs. to show up.

Jefferson Local Schools does not maintain the MyPaymentsPlus website. If you need help with the website, they have a “Need Help?” button on the left and have a live chat and FAQ available. If you have any other questions pertaining to your student’s account, please contact the Food Service Director at 614-879-7681 x2400

Guests for Lunch

You are always welcome to join your student for lunch, **but please contact the office before 8:45 a.m. so arrangements may be made. When you arrive, make sure you sign in at the front office and pick up a visitor’s badge.** Once lunch is over please return to the office immediately and return the badge. Lunch guests cannot go to recess or classrooms without permission.

Conduct during lunch

We expect students to behave in the cafeteria as they would at a meal in their own homes.

1. Children will enter the cafeteria in a quiet orderly manner.
2. Children will remain seated until they are dismissed.
3. Children will not throw food or other objects.
4. Children will not talk loudly or behave in a way that is disruptive to their neighbors.
5. Children are responsible for placing trays, silverware, paper, and garbage in the proper receptacles.
6. Children will use proper table manners at all times.

Medication at School

Procedures for administering medication at school are intended primarily for those students with chronic health problems who require maintenance medications. We cannot permit students to have **any** medication in their possession as these can be confused with illegal drugs.

Students are not permitted to bring their own medication to the office. Under no circumstances may a child give another child **ANY** medication.

Prescription Drugs

In the event that prescription medication is to be dispensed at school, Board Policy clearly states:

1. The school nurse or an authorized person will store and dispense the medication.
2. Written permission must be received from the parent or guardian.
3. The authorized person must receive and retain the school form signed by the physician who prescribed the drug. **A copy of this form is in the back of the handbook. A new form is required each school year.**
4. The parent or guardian must submit a revised statement signed by the physician if any of the information originally provided changes.
5. The authorized person would not be liable in civil damages unless he/she acted in a manner that would constitute "gross negligence or reckless misconduct".
6. No one will be required to administer medication to a student if the employee objects on the basis of religious convictions.
7. Medication must be brought to school **by the parent** in the original container in which it was dispensed.
8. Violation of the medication policy could lead to suspension or expulsion.

Non-prescription Drugs

1. In general, a child should not require non-prescriptive medication during school hours (including cough drops).
2. Over-the-counter medications can be administered to students with written authorization from the parent on the board approved form. No doctor form will be needed. Medication still must be brought to the school office in its original container by the parent.

Bee Stings and Other Allergies

Parents are responsible for informing the school of the child's allergies, especially allergies to bee stings and food. In the case of serious allergies, parents should provide the school with the proper medication **and a doctor's note** with directions on how to administer.

Illness at School

Children who become ill at school can be better cared for at home by their parents. Parents must provide us with home, work and cell numbers so we are able to contact a parent during the day. If someone other than the parent is to be called, please provide us with that information on the emergency medical card sent home at the beginning of the year. The CDC recommends a child must remain fever, diarrhea, and vomit free for 24 hours before they can return to school.

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Medical Concerns - Nurse

The school nurse is available on a limited basis in each building. Vision and hearing screening will be done in the fall on all students in kindergarten, first, third, and fifth grades. Students in grade levels not mentioned may be screened by request of the teacher or parent. Parents will be notified if a student fails a screening.

The nurse will provide a hand washing class for all students in second grade, a Growth and Development class for fourth grade (boys and girls in separate sessions), and a hygiene class for fifth grade.

There is a fully equipped Health Clinic provided to meet the needs of those children who experience MINOR illness or injury while at school. Parents must provide the school with a phone number where they can be reached at all times of the day in the event of a serious accident, injury, or illness. The numbers should be updated as needed. Changes to this information will only be accepted in writing.

Fall immunizations required for school entrance:

Kindergarten thru 5

*4 or more doses of DTaP/DTP/TD/DT

*3 or more doses of Polio

*3 doses of Hepatitis B

*2 doses of MMR

*2 doses of Varicella or documentation of disease

If you have any questions, please contact Melissa Ferguson @ 614-879-7642 x3305.

Head Lice

Head lice are a contagious nuisance disease common to all public schools. Students are **not** permitted to attend school if they have "live" head lice. If you suspect your child has lice, please notify the school so that we can check them and their classmates. Students who are absent due to head lice must be checked by the school staff upon their return and proven to be lice free. Remember head lice are not a sign of poor health or hygiene, and can be better controlled when it is properly reported and treated.

Parent/Teacher Conferences

Parent/Teacher Conferences are scheduled twice during the school year. The first session is held at the end of the first nine weeks. The second session is held during the second semester. Consult the District Calendar for dates and times.

Parents are welcome to have a conference any time they have a concern about their child's academic progress or behavior. Please call the teacher during school hours to schedule a conference.

It is helpful to us if you let us know if there are events in the child's life which may be affecting his/her school performance. Such information is held in the strictest confidence.

Parent/Teacher Organization

We are proud of our P.T.O.! They provide many needed materials for us as well as sponsoring several fun activities for the children (and parents) including Breakfast with Santa and our Spring Carnival. Information will be sent home at the beginning of the year regarding membership and meeting dates. We encourage you to become active in the organization and support their events.

Personal Items

Electronic play devices, which include smart watches and Fitbit, should not be brought to school. Cell phones must be in a book bag and turned off during school hours. If a student is caught with their cell phone out during school, the cell phone will be taken by the teacher and the parent will need to come and pick it up in the front office. The school will provide all equipment for recess. Please do not bring any items from home.

Physical Education

Physical Education is a required part of our curriculum. On the days your child has Physical Education, they **must** have gym shoes - black soles must be non-marking - and wear clothing which will permit participation in class. Earrings must be the small post type which cannot injure the child or others.

Only written medical excuses, from a doctor will be accepted to excuse a child from participation. Students who are under a physician's care must have written permission from the physician to participate in Physical Education classes.

Pick-up of Students during School Hours

All parents must sign students out in the office and wait for the student to come down to the office. Children will be released to the custodial parent or guardian **ONLY** unless the office receives prior authorization for another individual to pick up the student(s). The school must have positive identification of the adult picking up the child. The parent, or the person designated, may be asked for identification.

Pledge of Allegiance

Parents who object to their child saying the Pledge on religious grounds must state this in writing to the principal. In such cases, these children will be excused in a manner that draws as little attention as possible to the situation.

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Promotion/Retention

Board Policy establishes the criteria for promotion and retention.

1. A retention conversation will occur with the parent(s) of a possible retention at the Parent/Teacher conference time in February.
2. An additional conference indicating the school's decision to retain will be held with a student's parent(s) within the last month of school.

Recess

Recess is generally held outdoors. Recess will be held indoors when it is raining or when the temperature is below 20 degrees (taking into consideration the wind chill factor). In keeping with our philosophy that children need physical activity in order to perform well academically, students may be excused from participation in outdoor recess **only** when a parent sends a written excuse signed by the child's physician. Students should come to school dressed appropriately for weather conditions.

Rules for Recess

- One person on the slide at a time
- Go down the slide – do not walk up slide
- NO games on equipment– in mulch area
- NO jumping off any of the equipment
- NO wrestling, fighting, pushing or shoving
- NO tag games on equipment
- Swing on your bottom only
- NO walking/standing on parallel bars
- NO climbing above the windshield on the cars
- Ask permission to retrieve objects that leave the playing area and stay out of muddy areas
- Follow all game rules
- Line up quickly and quietly when the bell rings

Records Privacy Act

In keeping with P.L. 93-380, concerning school records, parent consent must be obtained before school records can be released to anyone outside the school, other than another government agency.

Parent Access to Records- Natural Parent

Any legally recognized natural parent has access to his/her student's records, unless those rights were lost through adoption, court order, or the child has reached the age of maturity. Access must be granted within a reasonable period of time.

Non-Custodial Parent

1. A divorce or change in child custody does not change the rights of the natural parent to access his/her child's records.

2. A non-custodial parent may request and receive a copy of the child's report card, the permanent record, and the opportunity to hold a teacher conference. Only the custodial parent has the right to make educational decisions requested by the school.

Step-Parent

Step-parents have no rights to records, reports, or conferences unless a FERPA form has been completed and notarized by custodial parents. Only the custodial parent has the right to participate in making educational decisions for the child.

Child Custody

Parents have a legal obligation to inform the school anytime the custody of a child changes. The school officials will need a copy of the original journal entry pertaining to the child's custody. Records can not be changed unless the school is provided with the proper court documents.

Religious Issues in School

Parents who object to their child observing holidays on religious grounds should inform the teacher with a written statement to that effect.

Safety

The safety of children at school is a primary concern of the school staff. Visitors to the building are carefully monitored. **Therefore, state law requires all visitors report to the office before visiting classrooms and sign-in to receive a visitor badge. You must also sign-out when leaving the building.** Following are suggestions to help us safely care for the children.

1. All non-Norwood students need to be under parents supervision at all times.
2. The Norwood playground is equipped for children ages 5-12. Adult supervision helps secure the safety of the children.
3. Parents are expected to reinforce the school rules about safely crossing streets, not fighting, and avoiding other dangerous practices.
4. In case of special emergencies, it could become necessary to dismiss school early. Parents should discuss this with their children and make sure they know where they are to go if this should happen.

Automobile Pick-Up

The automobile pick-up zone will be in the back of the school. For the safety of the children, **loading zones for the school buses must be kept clear before and after school.**

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Emergency Drills

Fire drills, tornado drills and lock-down situation drills are conducted throughout the year. Detailed escape plans and crisis management plans are posted inside the door of each classroom. A detailed emergency preparedness plan is available in the school office.

School Closing Announcements

In the event the school must be closed due to hazardous road conditions, or other emergencies, the cancellations will be announced on radio stations WTVN-AM (610), WCOL-AM (1230), WBNS-AM (1460), WSNY-FM (95), WBNS-FM (97.1), WNCI-FM (97.9); TV stations 4, 6 and 10. Delays due to inclement weather will be announced on the same stations.

An Alert Now "All Call" will also be sent out for any delays or cancellations. **Please make sure the correct phone number is on file.**

To and From School - Arriving

Children should arrive at school in the morning no earlier than 8:10a.m. The school will not be responsible for the supervision of children before this time.

Changing After School Arrangements

Please send a note, email or call the school BEFORE 2:30 PM when changes are being made for your student's after school arrangements- including changing baby sitters or allowing your child to go home with another student.. **Unless we have prior notice before 2:30pm, we will follow the student's daily routine.** We do understand there are emergency circumstances, but would like to keep changes to a minimum. If you should arrive early without prior notification, you may be asked to wait in the lobby until dismissal time.

Leaving School

At the end of the day, children are expected to immediately leave the school and go directly to their destination. If a child is still on school property at 3:30p.m., we are not responsible for them. Generally, misbehavior that occurs after school dismissal is a police matter.

Transfer of Students/Attendance Boundaries

The following guidelines have been adopted concerning attendance boundaries.

1. State law requires that a student must live in the Jefferson Local School District to attend school here.

Parent Visitation

Parents are always welcome to visit our school. Plans should be made by contacting the classroom teacher before the visit.

All visitors must sign in at the front office and receive a visitor's badge and return to the office to sign out at the end of your visit.

Volunteers

Volunteering is a way for parents to become actively involved in his/her child's education. Our volunteers provide thousands of hours of service for our students. We appreciate their hard work and dedication and we would be lost without them. All visitors/volunteers must sign-in, receive a badge and sign-out when leaving the building.

Movies in the classrooms

Throughout the year students may watch movies for various academic and reward reasons. All movies are previewed before they are shown in the classroom. Parents will be notified if a movie above a "G" rating is to be viewed so they can make the decision whether they would want their child kept out of the activity.

Classroom Snacks/Parties/Celebrations K-5

This policy is in place for the safety of our students with food allergies and other medical conditions that are affected by dietary intake, as well as to promote a healthy lifestyle and learning environment.

Having regular classroom snacks will be at the discretion of the classroom teachers. All snacks in grades 1-5 will be brought in by the individual student to be eaten by them only. No snack items are to be shared.

Kindergarten classes may share snacks that are prepackaged with clear ingredient labels. Snacks in all grade levels should meet the guidelines provided by the school on the "Healthy Snacks" list. (provided in this handbook)

Classroom parties and/or celebrations will **NOT** include sharing **ANY** homemade food items brought from outside of school. This includes treats brought for birthdays. Only prepackaged foods with clear ingredient labels will be permitted. **Homemade food items brought in from home to be shared will not be given to the students under any circumstances.** As per our wellness policy, celebrations/rewards will be limited to once per month and should be approved by the classroom teacher.

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