

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

2023-2024

Principal: Susan Barte  
Assistant Principal: Andrea Buescher  
Secretaries: Trudi Young  
Janette Harding

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: Mr. William Mullett

Board of Education: Mrs. Whitney Duemmel  
Mrs. Loriena Roberts  
Dr. Meg Hiss  
Mrs. Addie Newman  
Mr. Mike Quinn

## 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 voicemail, you may leave the after school arrangement on this extension.

### Norwood Personnel

#### Kindergarten

Sheri Jarvis  
Tammy Sapp  
Amy Sigman  
Jennalee Speakman

#### First Grade

Erin Hoop  
Linanne Humphries  
Marcie Mulchaey  
Courtney Price

#### Second Grade

Lisa Marshall  
Charlie Morris  
Carrie Muschweck

#### Third Grade

Elizabeth Bowsher  
Katie Burke  
Renee Hall  
Shannon Miller

#### Fourth Grade

Kathy Brewer  
Wanda Morgan  
Emily Ozbolt  
Sheri Winniestaffer

#### Fifth Grade

Alison Crawford  
Justine Dams  
Jessica Juhn  
Dawn Klein

#### Madison/Champaign Educational Service Center Staff

Cecilia Kuss-Shivler      Pamela Roberts-Grey & Pamela Garland - aides  
Megan Thompson      Crystal Morris & Marcie Trein - aides

#### Special's Teachers

Melissa Jones – Library  
Angel Hillyard – Music  
Kevin Cutler - Physical Ed.  
Amanda Wisenbarger - Title I  
Lori Denes - Title I  
Patricia Hamm - Title I  
Melissa Bowersock - Speech  
Melissa Ferguson - Nurse  
Chantel Weldon - Clinic Assistant  
Heather Foreman - Occupational Therapist

#### Social Worker

Jessica Thompson

#### Intervention Specialists

Cindy Duke  
Ben Hillyard  
Dean Hoenie  
Jill Lambert  
Debra Ortlieb  
Beth Spezzalli

#### Elementary Aides

Erin Converse  
Valerie Huffman  
Baylie Miller  
Candace O'Bryant  
Karena Taylor

# 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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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 SCHOOL DISTRICT**

**AUTHORIZATION FOR NONPRESCRIPTION/OVER-THE-COUNTER MEDICATION**

To the Parent:

THE FOLLOWING INFORMATION IS NECESSARY FOR ANY STUDENT TO USE  
NONPRESCRIBED/OVER-THE-COUNTER MEDICATIONS IN SCHOOL. ALL SPACES MUST BE COMPLETED.

_____	Name of Student	_____	Address
_____	School	_____	Grade

A. I am requesting permission for my child named above to:

use or receive the following non prescribed orover-the-counter medication(s).

Medication: \_\_\_\_\_

\_\_\_\_\_

Dosage: \_\_\_\_\_

\_\_\_\_\_

Check Option 1 or 2 below:

- 1. have medication(s) administered by a designated district employee.
- 2. self-administer such medication(s) in the presence of a designated district employee.

- B. I will assume responsibility for safe delivery of the medication to school in its original container.
- C. I will notify the school immediately if there is any change in the use of the medication or treatment.
- D. Our physician has instructed that this medication should be administered in the above designated dosage.
- E. I release and agree to hold the Board of Education, its officials, and its employees harmless from any and all liability for damages or injury resulting directly or indirectly from this authorization.

_____	_____
Signature of Parent	Date

_____	_____
Home Telephone	Work Telephone

_____	_____
Signature of School Representative	Date

**THIS FORM WILL EXPIRE AT THE CONCLUSION OF THE CURRENT SCHOOL YEAR**

# **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 resources 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 the 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.

## HEALTHY SNACK IDEAS

The following is a list of healthy snack ideas for our students based upon our District Health Plan. 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

### **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 leadership habits.

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:

### **Parent Responsibility**

1. Parent/Guardian is required to complete emergency/medical form online through the OneView System at the beginning of the school year.
2. The school must be notified immediately of any address and/or telephone number changes in order to maintain accurate information in the event contact needs to be made. **Please notify the school office in writing and update your emergency form using the online OneView.**

### **Parent Procedure**

A parent must notify the school by 8:35am if their student is going to be absent. Give the student's name, teacher, and reason for the absence. The Attendance line is open 24 hours a day and the number is **614-879-7642, option #2.**

### **School Responsibility**

1. 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.
2. A parent/guardian will be notified as soon as possible daily of the student's absence unless absence has been previously reported to the school. The school will call stating: "This is Norwood Elementary calling to inform you that student's name is absent from school today. Please give us a call at 614-879-7642.

### **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. Family illness: 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. 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.

### **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.

### **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, 42 or more hours in one month, or 72 or more hours in a school year.

Absences that are medically excused cannot be utilized when calculating the total hours of absence for H.B. 410 purposes.

### **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.
2. Provide a truancy intervention plan meeting and provide counseling for habitual truancy.
3. Request or require a parent having control of a habitual truant to attend parent involvement program and/or a truancy prevention program.
4. The attendance officer will file a complaint with the Juvenile Court System.

### Make-up of Class Work

When your student is absent, you may make arrangements to pick up homework. The teacher will need time during the day to gather assignments, materials, and books for the student. **Homework may then be picked up at the end of the day.**

### 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.** Student's will receive a tardy slip before entering the classroom. All tardies (except doctor's appointments with a note) are unexcused.

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:**

8:20	First Bell
8:35	Tardy Bell
3:07	Walkers
3:10	Car Riders
3:20	Bus Dismissal

### Family Vacation/Planned Absences Policy

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 students may 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).
2. Educational activities sponsored by an organization other than the school; this includes Take Your Child to Work Day.

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. We hope that parents will:

1. Encourage and support the student in the performance of assigned homework.
2. Indicate and show interest in the assignments and assist, if possible, when requested by the student.

### Daily Time Schedule

8:20 a.m.	First Bell
8:35 a.m.	Tardy Bell
10:50 a.m.	Kindergarten Lunch
11:15 a.m.	1st Grade Lunch
11:35 a.m.	2nd Grade Lunch
11:50 a.m.	3rd Grade Lunch
12:10 p.m.	4th Grade Lunch
12:30 p.m.	5th Grade Lunch
3:07 p.m.	Dismissal for walkers
3:10 p.m.	Dismissal for car riders
3:20 p.m.	Dismissal for bus riders

Your child's teacher will send home a schedule of days your child has physical education, art, music, or library/Maker space.

### Transportation Bus Passes

Students are to ride their regularly scheduled bus unless they receive office approval to ride a different bus. Students requesting to ride any bus other than their regularly assigned bus are to bring in a transportation change form which will be provided by the teacher, and is also available online. Please complete the form (**including bus number and address to where the student is to be dropped off**) and return to the school when requesting special bussing arrangements for that day.

If at any time a student will be going home with another student (bus, walk, or pick up), we will need a **note from both parties. Phone calls will not be accepted for the safety of the child(ren).** 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

See Behavior Expectation Matrix appendage.

### **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.

### **Discipline**

#### **Student Behavior**

The school recognizes our obligation to optimize learning conditions by providing for ALL students a safe and nurturing environment. Behavior of *any kind* that disrupts the educational process will need addressed.

It is our belief that behaviors should be coupled with a program that reinforces positively to the educational environment.

#### **Rights and Responsibilities**

The following right *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. Be Proactive
2. Begin With The End in Mind
3. Put First Things First
4. Think Win Win
5. Seek First To Understand, Then To Be Understood
6. Synergize
7. Sharpen the Saw

#### **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. 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 conversation
- Alternative activity
- 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 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, disgraces anyone by written, verbal, or gesture 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.

**Classroom Behavior Expectations**

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

**Student Planners - Grades 4 and 5**

In an effort to improve parent/teacher communications and help organize your student's homework and assignments, students in grade 4 & 5 will 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.

Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or represents a safety risk will not be permitted. 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. We ask parents to use good judgment in what children wear. Items of clothing that contain profanity, suggestive comments, anti-school messages, and obscenities are not allowed. Caps, hats, and other inappropriate head coverings may be worn in the school building on Spirit Days.

**Fees**

The Jefferson Local Board of Education provides all basic instructional materials at no cost. There is a charge for all consumable materials.

Fee notices will be sent out at the beginning of the year. **Please remit payment as soon as possible.** If you feel you may qualify, fee waiver forms are available. If your student is on reduced lunches, you will need to pay 50% (½) of the school fee.

### **Report Card/Interim Reports**

Report cards are issued every nine weeks. Interim reports may be sent home with students in the middle of each grading period if teachers are concerned with students' academic progress. See the District Calendar for specific dates. Both interim and report cards are now available online.

### **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. See menu for pricing for reduced and full pay.

### **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](http://www.mealpayplus.com). Milk is included in the school lunch and students who pack may purchase milk separately.

Free/reduced cost for breakfast and lunch 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. See menu for pricing for reduced and full pay.

### **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](http://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 or the building secretary. The link to this website can also be found on the school district website, [www.west-jefferson.k12.oh.us](http://www.west-jefferson.k12.oh.us) on the left hand side.

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 a meal everyday.

You can set low balance notifications under “Manage Account”, and then select 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.

### **Nurse Information**

#### **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 available online. 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.

### **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 which is available online. No doctor form will be needed. Along with the form, medication still must be brought to the school office in its original container by the parent.

### **Medical Concerns**

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.

### **Bee Stings and other Allergies**

Parents need to inform 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**

There are times when children become ill at school and need to go home. If someone other than the parent is to be called, please provide us with that information on the OneView emergency form that is filled out 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.

### **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 should 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.

### **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.

### **Parent/Teacher Conferences**

Parent/Teacher conferences are scheduled twice during the school year. Consult the District Calendar for dates. Parents are welcome to have a conference any time they have a concern about their child's academic progress or behavior. Please call or email the teacher to schedule a conference.

### **Parent/Teacher Organization (PTO)**

We are proud of our P.T.O. and they sponsor 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 meeting dates.

We encourage you to become active in the organization and support their events.

If at any time you need to contact them, you may do so by sending an email to [wjrpto@gmail.com](mailto:wjrpto@gmail.com).

### **Personal Items**

Electronic play devices should not be brought to school. Cell phones should be in a book bag and turned off during school hours. If a student is using their cell phone inappropriately, 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.

### **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. Items such as glasses, jewelry, keys, etc. will be in the office. Parents visiting the school are encouraged to check to see if any of these items belong to their child.

### **Physical Education**

Physical Education is a required part of our curriculum. On the days your child has Physical Education, please remember gym shoes and the black soles must be non-marking.

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.

### **Pledge of Allegiance**

Parents who object to their child(ren) 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.

### **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 a Parent/Teacher conference.
2. An additional conference indicating the school's decision to retain will be held with a student's parent(s) before the end of the school year.

### **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). Student's should come to school dressed appropriately for weather conditions (see Behavior Expectation Matrix appendage).

### **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 both 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.

#### **School Safety**

The safety of children at school is a primary concern of the school staff. When visiting the school, please make sure to ring the doorbell and hold your ID up to the camera. Visitors to the building are carefully monitored. **Therefore, state law requires all visitors to report to the office before visiting classrooms and sign-in to receive a visitor's badge. You must also sign-out when leaving the building.** Following are suggestions to help us safely care for 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. 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 in the front of the building must be kept clear before and after school.**

### **Emergency Evacuation Drills**

Evacuation, tornado, and lock-down situation drills are conducted throughout the year. Detailed escape plans are according to state guidelines and posted inside the door of each classroom. A detailed emergency preparedness plan is available for Norwood.

### **School Closing Announcements**

In the event the school must be delayed or closed due to hazardous road conditions or other emergencies, the cancellations will be announced on tv, radio stations, and online at our school district website ([www.west-jefferson.k12.oh.us](http://www.west-jefferson.k12.oh.us)).

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

### **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 babysitters 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. At the end of the day, children are expected to immediately leave the school and go directly to their destination.

### **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

volunteers must sign-in, receive a badge and sign-out when leaving the building (see school safety).

### **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 online).

**Snacks provided for classroom parties, celebrations, and birthdays must be prepackaged and store bought with clear ingredients label.**

### **Disclaimer**

Board Policy is subject to change.