



The Leader in Me™



great happens here
at **Elgin Elementary School**

2016-2017 HANDBOOK

WELCOME

Dear Students and Parents:

It is with great enthusiasm that I welcome each of you to the beginning of a new school year at the Elgin Local Schools. We are a 'Leader In Me school.' This year, we will continue to embed the philosophy of instilling leadership qualities in each of our students. Being responsible for our learning is a huge piece of this culture. The purpose of this handbook is to help students and parents become better acquainted with the policies and procedures at Elgin Elementary School. It is essential that this handbook be reviewed and understood by you and your child(ren).

The Elgin Elementary Staff is looking forward to working with your family. Your involvement is crucial to our overall success. If you have any questions or concerns at any time, please contact me at 740 223-4324 or email me at dyer_k@elginschools.org.

Sincerely,

Kristin Dyer, Principal Elgin Elementary School

Elgin Local Schools Mission:

The mission of the Elgin Local School District is to empower all students to meet the challenges of today by inspiring them to become the leaders of tomorrow

Elgin Elementary Mission as a Leader in Me School:

The Elgin Elementary School is a Leader In Me School! We only get one chance to prepare our students for a future that none of us can possibly predict. This is what we are going to do with that one chance! *The Leader in Me* is an innovative, school wide model that emphasizes a culture of student empowerment and helps unleash each child's full potential. Applying *The 7 Habits of Highly Effective People*®, teachers and students internalize timeless leadership principles that nurture the skills students need for success in the 21st century. By working on common school-wide behavior and academic goals, we hope to provide more successful opportunities for our students and develop a more positive school climate. This should create an overall school atmosphere that should lead to more successful students and a stronger school. If you have questions or suggestions regarding this program, feel free to contact Elgin Elementary School at 740 223-4301 for more details.

- Habit 1 Be Proactive 'You're in Charge'
- Habit 2 Begin With the End in Mind 'Have a Plan'
- Habit 3 Put First Things First 'Work First, Then Play'
- Habit 4 Think Win-Win 'Everyone Can Win'
- Habit 5 Seek First to Understand, Then Be Understood 'Listen before you Speak'
- Habit 6 Synergize 'Together is Better'
- Habit 7 Sharpen the Saw 'Balance Feels Best'
- Habit 8 Follow My Passion 'Find My Voice'

Elgin Elementary School Staff
(Staff is subject to change)

OFFICE PERSONNEL

Mrs. Kristin Dyer, Principal
Mrs. Nicole Sterling, Assistant Principal
Mrs. Marsha Lust, Secretary/EMIS
Mrs. Linda Demmitt, Secretary/Attendance

GUIDANCE COUNSELOR

Mr. Doug Lichtenberger

KINDERGARTEN

Mrs. Virginia Adams - Ext 3404
Mrs. Michele Millisor - Ext 3401
Mrs. Melinda Ruth - Ext 3402
Mrs. Tracie Isler - Ext 3403

1st GRADE

Mrs. Mary Price - Ext 3410
Mrs. Stacy Sprague - Ext 3416
Mrs. Lisa Dutton - Ext 3412
Mrs. Elizabeth Gehres - Ext 3414

2nd GRADE

Mrs. Danielle Cochran - Ext 3417
Mrs. Janet Michael - Ext 3418
Mrs. Sandra Creamer - Ext 3419
Ms. Kacie Biggs - Ext 3413

3rd GRADE

Mrs. Sally Ballinger - Ext 3428
Mrs. Jane Furniss - Ext 3427
Mrs. Elizabeth Markham - Ext 3424
Mrs. Christine Kepler - 3429

4th GRADE

Mrs. Colleen Potts - Ext 3421
Mrs. Jennifer Lester - Ext 3420
Mrs. Julie Park - Ext 3422
Miss Kate Bruck - Ext. 3423

5th GRADE

Mr. Scott Miller - Ext 3431
Mrs. Sandy Stevens - Ext 3430
Mrs. Molly Hughes - Ext 3433

INTERVENTION SPECIALISTS

Mrs. Stacy Sprague Ext - 3416
Mrs. Kay Jerew - Ext 3415
Mrs. Peggy Bushatz - Ext 3425
Mrs. Jan Johnson - Ext 3525
Mr. Kevin McDaniels - Ext 3434

MUSIC TEACHER

Mrs. Lisa Hoffman - Ext 3411

PHYSICAL EDUCATION TEACHER

Mrs. Tracy Hix - Ext 4113

ART TEACHER

Mrs. Jeanne Guerin -Ext 3423

TECHNOLOGY TEACHER

Mrs. Andrea Schlaegel, 2nd-5th Grade - Ext 5089

TECHNOLOGY PARAPROFESSIONAL

Mrs. Shelly Hafer

SPEECH PATHOLOGIST

Mrs. Suzanne Smith - Ext 3415

HEALTH CONSULTANT

Mrs. Kory Ute - Ext 1305

DISTRICT PSYCHOLOGIST/SPL ED COORDINATOR

Ms. Kathie Squires - Ext - 1308

STUDENT CENTERED PARAPROFESSIONALS

Mrs. Kerri Uresti ELL
Mrs. Wesley Compton
Mrs. Margo Osborne

CAFETERIA MANAGER

Mrs. Teresa Vermillion Ext - 6000

CUSTODIAL STAFF

Mr. Dan Gilliam, Supervisor
Mr. R.J. Creamer
Mrs. Becky Oldham
Mrs. Terri Oldham

DIGITAL MEDIA CENTER

Ms. Kathy Swanger Ext - 5085

TITLE 1 TEACHERS

Mrs. Stephanie Beaschler, Rdg Ext - 3426
Mrs. Jennifer Perdue, Rdg Ext - 3413
Mrs. Cathy Copeland, Math Ext - 3526
Mr. Marc Ahmay Math Ext - 3526

GIFTED INTERVENTION SPECIALIST

Mrs. Sue Harris Ext - 3470

**Elgin Elementary Calendar of Important Dates
2016-2017**

(Dates and times are subject to change)

**ELGIN LOCAL SCHOOLS
2016-2017**

Academic Year Calendar

July 16

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 16

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
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14	15	16	17	18	19	20
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28	29	30	31			

September 16

Su	M	Tu	W	Th	F	Sa
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 16

Su	M	Tu	W	Th	F	Sa
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
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November 16

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13	14	15	16	17	18	19
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27	28	29	30			

December 16

Su	M	Tu	W	Th	F	Sa
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January 17

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29	30	31				

February 17

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26	27	28				

March 17

Su	M	Tu	W	Th	F	Sa
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April 17

Su	M	Tu	W	Th	F	Sa
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23	24	25	26	27	28	29
30						

May 17

Su	M	Tu	W	Th	F	Sa
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 17

Su	M	Tu	W	Th	F	Sa
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July 17

Su	M	Tu	W	Th	F	Sa
						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 17

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Notes

Aug. 18,19, Oct. 20, May 30

Staff Development Days

Sept. 5 - Labor Day

Oct. 21 - COTA Day

Nov. 23 - 25 Thanksgiving Break

Dec. 21 - Jan.3 - Christmas Break

Jan. 16 - MLK Day

Feb. 20 - Presidents Day

April 13-17 - Easter Break

May 29 - Memorial Day

Parent Teacher Conferences

Nov, 7,8,10

Nov. 11 - No School

First Day of School - Aug. 22

Last Day of School - May 26

K-5 Trimesters

Aug. 22 - Nov. 10 - 1st. Trimester

Nov. 14 - Feb.17 - 2nd Trimester

Feb. 21 - May 26 - 3rd. Trimester

Make-Up Days - End of Year

2 Hr. Delays - Professional Dev.

Oct. 7, 2016 Dec. 2, 2016

Feb. 3, 2017 April 7, 2017

Calendars by Vertex42.com

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DAILY TIME SCHEDULE

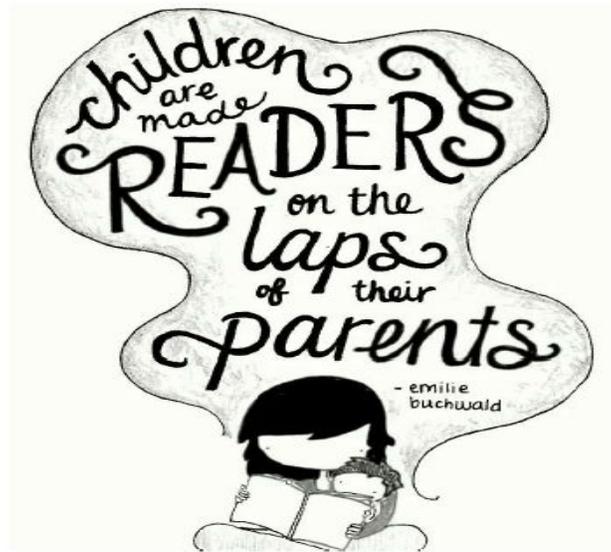
Office Opens.....	8:15 AM
Teachers Arrive.....	8:45 AM
Doors Open to Students.....	8:50 AM
Breakfast.....	8:50-9:10 AM
Tardy.....	9:15 AM
Class Begins.....	9:20 AM
LUNCH/RECESS:	
Kindergarten Lunch.....	12:00-12:30 PM
Kindergarten Recess.....	11:05-11:30 AM, 2:45-3:10 PM
First Grade Lunch.....	12:05-12:35 PM
First Grade Recess.....	11:35-12:05 PM, 2:15-2:45 PM
Second Grade Lunch.....	12:10-12:40 PM
Second Grade Recess.....	10:35-11:05 AM
Third Grade Lunch.....	12:15-12:45 PM
Third Grade Recess.....	12:45-1:15 PM
Fourth Grade Lunch.....	12:30-1:00 PM
Fourth Grade Recess.....	12:02-12:28 PM
Fifth Grade Lunch.....	12:10-12:40 PM
Fifth Grade Recess.....	12:45-1:05 PM
Dismissal.....	3:40 PM

THE PARENT'S ROLE IN THEIR CHILD'S EDUCATION

A happy, healthy child from a home, which tries to maintain a friendly attitude toward school, has a big start toward success at school. In addition, there are many simple ways to help the learning process, which every family can provide, such as:

- Reading to and with your child.
- Providing broad experiences for your child, including the library and educational trips.
- Aiding them in making wise decisions and choices for themselves.
- Showing interest in his/her work.
- Conferring with the teacher regularly, especially if a problem occurs.
- Being sure that the child gets 10 to 12 hours sleep each night.
- Helping him/her grow in responsibility toward their work and the care of property.
- Seeing to it that he/she attends school regularly.
- Seeing to it that he/she is in good physical condition.

The education of your child is a joint responsibility of the school and the home. Children who come to school regularly and on time, in good health, with sufficient hours of sleep, and dressed for the appropriate weather are ready for the educational activities of the school day.



Let's Read 20

The Marion Area Community is participating in a Reading Initiative called 'Let's Read 20'. The goal of this initiative is to encourage our children to become lifelong readers. Students are asked to read 20 minutes per night. Younger students can be read to by parents until they are able to read themselves. Some parents use a sort of hybrid reading method where they share the reading of each book with their child. Classes and grade levels record and track student's reading. Each Trimester, students are rewarded in some way for their collective reading.

PTO

The Elgin Parent-Teacher Organization is very active in supporting the school and providing materials for the school. Fund raising activities are conducted in the fall and the spring, these can be but are not limited to Candles, Pizza, Book Fair and Super Games in May.

The PTO will have one meeting and/or activity per month during the school year, beginning with the September meeting. Upcoming PTO meetings and events will be announced each month on the back of the school menus.

The PTO encourages you to attend all functions and to participate whenever possible. **The strength of the PTO is members who are active!**

POLICIES CONCERNING ATTENDANCE, ABSENCE, ARRIVAL/DEPARTURE

A. ATTENDANCE POLICY

One of the major aims of the Elgin Local School District is to teach students to assume responsibility. Requiring students to be regular in attendance and punctual in reporting to classes is one way of developing responsibility.

All absences from school are two kinds - **EXCUSED** and **UNEXCUSED** as stated below. Cases of truancy will be grounds for referral to the superintendent for action covered under Sections 3321.18 through 3321.22 of the Ohio Revised Code.

1. EXCUSED ABSENCES:

- a. **Personal Illness** - Parent determines the student is unable to attend school due to illness.
 - Requires notification from parent/guardian
 - **Phone call to school on day of absence before 9:05 AM**
 - Written note from parent/guardian when student returns to school
 - Not to exceed 4 days per Trimester
- b. **Medical Excuse** - Student has been seen by a doctor and the doctor determines dates that the student is unable to attend school due to illness.
 - Requires written excuse from doctor
 - Parent phone call to school on day of absence
 - Written note from doctor when student returns to school
- c. **Illness in the immediate family**
 - Requires notification procedures as outlined for Personal Illness
- d. **Quarantine**
 - Requires notification procedure as outlined for Personal Illness
 - Students with head lice will be excused 2 days
- e. **Death in the family**
 - Requires notification procedures as outlined for Personal Illness
- f. **Religious observances**
 - Requires notification procedures as outlined for Personal Illness
- g. **An emergency or set of circumstances which in the judgement of the school, constitutes good and sufficient cause for absence from school.**
 - Requires notification procedures as outlined for Personal Illness
- h. **Family Vacations:** The following regulations must be met to insure uniform handling of family vacation situations:
 - A student must request a Family Vacation Form from the office.
 - The student and parent will complete the form **prior** to a family vacation. If approval is not obtained, the absence will be unexcused and no work will be made up.
 - The student will present the completed form to all teachers.
 - The completed form **must be** submitted to the school office prior to the family vacation.
 - **Homework missed from a pre-approved family vacation absence will be given to the student upon their return to school.**
 - The days count as absences, but are not calculated in the total for the attendance notification process.
 - Only 1 family vacation will be granted each school year.
 - Student with excess absences may be denied family vacation.
 - Students will be allowed to make up work if the vacation is approved
 - **Please avoid September, October, April and May testing dates when planning vacation.**

2. TYPES OF UNEXCUSED ABSENCES:

- More than 4 personal illnesses per Trimester **without** a doctor's excuse
- Oversleeping
- Car trouble
- Missing the bus
- Shopping
- Haircut, beauty appointments
- Baby-sitting
- Out of school suspension
- Truancy - purposeful skipping school
- Family errands
- Hunting
- Family trips NOT receiving prior school approval from Mrs. Dyer
- Child care issues
- Non-school sponsored activities or sports events
- Non-treatment of head lice
- Other absences not listed as excused
- Failure to contact the school in accordance with A.1.a

3. PARTIAL SCHOOL DAY ABSENCES

a. Tardies/Early Dismissals

A tardy/early dismissal will be issued when a student is:

- 1 hour late for school
- Leaves 1 hour before school dismissal time
- Notification from the parent is required for all early dismissals and tardies
- Tardies and early dismissals will be classified as excused and unexcused according to the procedures for excused and unexcused absences.

b. Half Day Absences

- All partial absences that are not considered an early dismissal or tardy will count as a ½ day absence.
- Half days will be classified as excused and unexcused absences according to the procedures for excused and unexcused absences.
- A student must have written notification whenever they miss a partial day and must sign in and out of the office.
- All elementary students must be accompanied by an adult to the office and must be signed in or out by an adult.
- Half-day absences will convert at the rate of 2=1 full day for truancy purposes.

4. 'TAKE YOUR CHILD TO WORK DAY'

'Take Your Child to Work Day' is not considered an excused absence from school. Students who would like to accompany parent(s)/guardian(s) to work are encouraged to do so on a day when school is not in session.

B. ATTENDANCE CODING GUIDELINES

Any student arriving at school after 9:15 AM is considered tardy and should report to the office for an admit slip to class. Otherwise, the teacher will send the student to the office for a slip.

1. Arrival

- a. Tardy until 10:15 AM
- b. Arrival after 10:15 AM and until 2:00 PM= ½ day AM

2. Departure

- a. Leave at 2:05 PM or before = ½ day PM
- b. Leave before 10:15 AM = a full day absence

C. ATTENDANCE NOTIFICATION PROCESS

When your student is absent from school, parents/guardians are expected to call the school by 9:05 AM the morning of the absence. Upon returning to school, student should present a note from the parents/guardians explaining the reason and date of absence. Please include the student's last name when writing the note. When a parent/guardian does not contact the school regarding the absence, the absence is considered unexcused.

Each child is allowed **4 parent excused absences per Trimester**. Any absence beyond the 4 parent excused must have a doctor's note. Should your child go beyond 5 unexcused/excused absences, an Attendance Letter with a print-out of attendance will be sent home.

Be sure when visiting the doctor to secure and send to school any excusal notices you may receive.

Per school year, if your child is absent for the following number of days, they will receive a Truancy Letter with print-out of the attendance. This may also result in request for conference and/or referral to Truancy Officer.

- 1. 10 unexcused absences**
- 2. 12 unexcused absences**
- 3. 5 unexcused absences in a row**
- 4. 7 unexcused absences in one calendar month**

D. EARLY DEPARTURE FROM SCHOOL

The policy for releasing a student to a parent during the school day in cases of emergency, dental or doctor appointments are as follows:

1. Parents/guardians are asked to write a note explaining why a student will be leaving school. The note should be given to the child's teacher at the beginning of the school day.
2. When the parent/guardian comes to pick up the child, he/she must be buzzed into the office to sign the child out of school prior to the student leaving the building.
3. Children will be released only to the custodial parent or guardian or to an adult designated by the custodial parent or guardian on the registration paperwork completed in the fall.
4. While every effort will be made to provide the student with homework they will miss due to the early dismissal, there may be circumstances that do not permit the homework to be gathered at the time of dismissal.

E. DROP-OFF/PICK-UP PROCEDURES

1. Student drop-off is at the front entrance **no earlier** than 8:50 AM
2. When dropping off your child(ren) you must follow the flow of traffic.
3. Use the entire sidewalk when dropping off your child(ren). Several cars can be lined up along the sidewalk dropping off multiple children at the same time.
4. There is one lane for drop off and a second lane to pull around or for those individuals going to the Middle School/High School parking lot. The entire drop off loop is ONE WAY.
5. Children are not permitted to walk through the line of traffic without an adult. If you choose to not drop your child(ren) off at the sidewalk, you must park and walk your child(ren) through the line of cars to the sidewalk.
6. When dropping off tardy student(s), after 9:10 AM, you must escort your child(ren) into the main office to sign him/her into school.

7. At 3:40 PM, teachers will walk students out of the Middle School/High School doors for pick up. Students will be put in cars three deep in order to keep the flow of traffic moving.
8. If you choose to enter the Elementary building to pick up your child, you will be asked to be buzzed into the office and sign out your child. Once you have signed, you will be asked to stand in the glass foyer and wait for the children to make their way toward the car line. Once children arrive at the foyer, they will be released in your care.
9. The teachers/administrators are unable to conference with you during dismissal as they are supervising students. If there are issues that you want to discuss with your child's teacher, please write your child's teacher a note or leave the teacher a voicemail asking him or her to contact you. Teachers may also have obligations after school which would not allow ample time for them to be able to conference with you.
10. Please refrain from cell phone use while driving in the school parking lot during school hours.

F. 2 HOUR DELAY/EARLY DISMISSAL

1. When EES is on a two hour delay, students need to be dropped off no earlier than 10:50 AM.
2. Breakfast will not be served as High School students will be eating their lunch.
3. SACC is available as long as arrangements have been made with Mrs. Judy Shawver. Mrs. Shawver can be reached by contacting Elgin Elementary School.
4. Unfortunately, inclement weather approaches and/or changes rapidly and we are left to make quick decisions regarding our school day. When inclement weather forces us to dismiss early, an announcement will be made on the radio and we will work with each student to make sure that they will be taken to a safe and comfortable, supervised destination. Please make prior arrangements for this emergency.

G. BUS TRANSPORTATION

Bus transportation is provided to and from school. Students should time their walking distance in accordance with the bus schedule, so that they are ready to board when the bus arrives. Buses cannot wait for late students. If your child will be absent from school, please notify the school.

The following bus rules have been adopted by the Ohio Legislature (Ohio Revised Code, Section 3319.41):

1. Pupils should arrive at the bus stop before the bus arrives.
2. Pupils must wait in a location clear of traffic and away from the bus stop.
3. Behavior at bus stops must not threaten life, limb or property of another individual.
4. Pupils must go directly to an available or assigned seat. Bus drivers do have the right to assign seats.
5. Pupils must remain seated, keeping the aisles and exits clear.
6. Pupils must observe classroom conduct on the bus and obey the driver promptly and respectfully.
7. Pupils must refrain from profane language.
8. There shall be no eating, drinking or chewing gum on the bus.
9. Pupils must not carry alcohol, drugs, tobacco, firearms, knives, animals or other potentially dangerous objects on the bus.
10. Pupils must not throw or pass objects on, from or into the bus.
11. Pupils must carry only those items, which they can hold on their laps.
12. Pupils must be quiet when the bus is approaching railroad tracks.
13. Pupils are not permitted to ride another bus other than their assigned one and they are to get off at their designated stop only, unless previously approved by the office and a bus pass is given to the student. Pupils violating the bus rules will be written up on a bus conduct report and a copy of the report will be mailed to the parent or guardian.

When a pupil violates a bus rule a second time, a second bus conduct report will be submitted to the building principal, at which time he will speak to the student and mail a copy home, including a warning that a third violation will result in denial of bus privileges for five (5) days when a third report is filed.

When a pupil violates a bus rule the third time, a third bus conduct report will be submitted to the building principal, at which time he will speak to the student, call the parents and send written verification that the student will be denied bus privileges for five (5) school days.

A fourth bus conduct report will result in denial of bus privileges for another five (5), or more, school days and so on.

Students wishing to ride home with another student have to be approved by the office ahead of time with written permission by the parents. For the safety of all our students, any multiple requests (birthday parties, scouts, etc.) for riding home with a student will be denied due to overcrowding on our buses. It is the parent's responsibility to arrange transportation in these circumstances.

Students may be denied bus riding privileges without a second or third bus conduct report, if the violation is considered to be a "major offense" such as smoking, injuring others, drug/alcohol violations, etc. Students may be permanently suspended from the bus in extreme cases.

H. Alternate Transportation

If your child is going home by any way other than the way he/she is scheduled he/she **MUST bring a note** to the teacher/office stating what the other means is to be. **Phone calls are not accepted**, unless it is an emergency, since they may not be verified regarding the identity of the caller and safety is a concern. If your child needs alternate transportation (i.e. to a babysitter, to another parent in a shared custody situation, etc.) please designate one place where they are to be transported for **an entire week at a time**. It is very difficult for the office and stressful for the child to try to determine where a child may be going, if they have a different destination every few days.

I. Supervision Before and after School

Elgin Elementary is not responsible for students on school grounds before 8:50 a.m. or after 3:50 p.m. (unless they are present for an approved activity like SACC).

Elgin Elementary is not responsible for students before they board their assigned bus or after they depart their assigned bus, when off of school property, including bus stops.

J. SCHOOL RECORDS

A birth certificate is required for each child and a copy of the certificate becomes a part of the cumulative record. A child must be five on or before August 1st to be eligible for kindergarten for that school year. A child must be six on or before August 1st to be eligible for first grade for that school year.

Each parent is required to furnish the school with:

- birth certificate
- custody papers if applicable
- health records
- proof of residence is also required prior to enrolling a student in Elgin Elementary School. This could be any billing statement or lease with the correct address on it.

K. HEALTH / MEDICATION REGULATIONS

1. Medication Policy

Students shall only take those medications that are necessary to keep the child in school. When this is necessary, the office **must** have a **signed form** from the parent/guardian, **and** the doctor of the student that received the medication in accordance with H.B. 262. The medication must be in the container that was issued from the pharmacy. *This includes all over-the-counter medication as well as prescription medication.* Also, cough drops, aspirin, ointments, etc. will not be administered unless accompanied with the proper form signed by the parent/guardian and doctor as well. A form is available in the office at any time. Most doctors' offices have copies of the necessary forms in their offices. Elgin Elementary **will** accept forms by fax at 740 223-4311.

The signed form shall include; the child's name, the name of the medication, the purpose of the medication, the time to administer, the dosage, the possible side effects and the termination date.

The school office will inform appropriate school personnel of the medication, keep a written record of the distribution, keep the medication in a locked cabinet and return all unused medication to the parents.

The parents of the child must assume the responsibility for informing the office of any change in the child's health or change in the medication.

The school district retains the right to refuse requests to administer medication.

2. Immunization Requirements

Ohio Law requires the following immunizations:

- Diphtheria, Whooping Cough and Tetanus (DPT) - 5 injections
- Poliomyelitis (OPV, IPV) - a minimum of 4 doses
- Measles, Mumps & Rubella - a minimum of 2 doses
- Hepatitis-B Vaccine - 3 doses are required
- Varicella—2 doses

Please direct any specific questions to your school health consultant or your local health department. If for some reason while checking records, it is found that a student lacks an immunization requirement, the parent or guardian will be notified and a reasonable time will be allowed to get the immunization records up to date. If the proper immunizations are not completed during this time, the student will not be allowed to attend school. Ohio Law supports this. All immunizations must be in compliance before 10 school days have passed from the beginning of the school year.

3. Emergency Medical Forms

Emergency information is required for each child. In case of an accident or illness at school, or on a school-sanctioned trip, every attempt will be made to contact the parent or designated emergency contact person. If they cannot be reached, the Emergency Medical Form gives permission so that treatment can be given.

An Emergency Medical Form is sent home on the first day of school. Please complete the form and return it to school as soon as possible.

The parent has the responsibility to notify the school of any changes to the Emergency Medical Forms.

4. First Aid

The State Department of Education makes these statements regarding first aid in the public schools:

- 1) No treatment of injuries except first aid is permitted at school.
- 2) The school shall assume no responsibility for the treatment of injury occurring outside the school.
- 3) Dressings, which have been applied at home, must not be disturbed and no second dressing should be placed on the wound.
- 4) The school's obligation for the care of the injury ceases after the injured student has been placed in the care of the family.
- 5) The school has no place to care for a sick or injured child. The sickroom is for immediate first aid and a place to determine the severity of an illness or injury. It is not an area for sick or injured students to use for an extended period of time.

No child will be sent home unless a parent or responsible adult has been notified. Parents are urged to arrange for transportation to take children home in case of illness or injury.

5. Updating Medical and Family Information

Whenever a student's medical or family status changes, please contact the school immediately.

Medical changes may include, but are not limited to, eye exams, immunizations, dietary requirements, medication demands, etc.

Family status changes include phone number changes (home and work), address changes, parent / guardian changes, etc. Also, please give the school copies of all court documents relating to family status change.

In cases where differences arise between parents of a child and one parent contrary to the wishes of the other parent seeks to take the child from school, the school shall follow the following:

- 1) Only the legal guardian may take the child from school.
- 2) In case the situation is not clear to the school, neither parent shall be permitted to take the child from school during school hours and both parents shall be notified.
- 3) In case of interference with legal control over children by parents, guardians, or others in a questionable manner, the administrator is authorized to call the police to prevent any action by force on the part of an outsider during school hours.

Students who have live lice or nits will be excluded from school until they are free of lice and/or nits. In recurring cases, they will be required to be screened by school personnel before they will be admitted to school. Students will be excused 2 days if needed in order to take care of the lice problem. In cases where there is not an earnest attempt to control a child's problems with lice and/or nits, truancy charges may be filed.

L. PROTECTION AND PRIVACY OF STUDENT RECORDS

The school district maintains many student records including both directory information and confidential information.

The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; or awards received.

Directory information shall not be provided to any organization for profit-making purposes.

Other than directory information, access to all other student records is protected by FERPA (Family Education Rights and Privacy Act) and Ohio Law.

For more information regarding student records see Board of Education Bylaws and Policies 8330.

M. ELGIN ELEMENTARY DRESS CODE

The students and staff of Elgin Elementary School take pride in their appearance. Students who feel good about themselves also tend to feel good about their learning. Uniforms are not required however; we do insist that our students do not bring undesirable attention to themselves by immodest appearance, unkempt appearance or any other form of exaggerated clothing, hairdos or hair color (color must be a natural human hair color). It is the responsibilities of parents/guardians to make sure their child is following the Board adopted dress code. Steps must be taken immediately to correct the offensive when possible.

1. Shoes

- a. Shoes must be worn for health and safety factors.
- b. Sandals and flip flops are highly discouraged.
- c. Gym shoes should be brought on gym days or worn to school.
- d. Boots are most appropriate for inclement weather during recess. *Students may be kept in from recess if wearing inappropriate shoes to school.

2. Shirts

- a. All shirts must cover the midriff while standing, sitting or reaching.
- b. Tank Tops are permitted as long as the shoulder strap is 2" wide or more, the armholes are not excessively large and no undergarments are exposed.
- c. Mesh tops, spaghetti strap tank tops and muscle shirts are permitted if a shirt is worn underneath.
- d. Any skin-tight shirts are not to be worn unless a shirt is worn over top.
- e. Shirts containing slogans or wording that suggests inappropriate ideas or behavior not conducive to a positive school climate or is disruptive to the educational functioning of the school will not be allowed. This includes, but is not limited to alcohol, tobacco, drugs or gang related insignias/clothing/accessories. The principal will have the final discretion with other clothing containing slogans or wording deemed to be negative/offensive in nature or promoting inappropriate school themes.

3. Lower Body Apparel

- a. All lower body apparel including, but not limited to, shorts, skorts, skirts, dresses and scooters must be at least mid-thigh/fingertip length as deemed appropriate.

4. Pants/Shorts

- a. Elastic (waist) pants/short may be worn if not skin tight.
- b. Leggings/tights are not permitted unless worn with a dress.
- c. Pajama pants are not permitted.
- d. There is to be no wording or writing on the seat of any lower body apparel.
- e. Pants/shorts must fit snug around the waist without exposing undergarments.
- f. Belts may be worn to assure that pants fit appropriately.
- g. Snow pants are not allowed.

5. Dresses

- a. Must cover shoulders.
- b. Must be at least mid-thigh/fingertip length as deemed appropriate.

6. Hats/Head Coverings

- a. Hats or head coverings may not be worn in the building unless permission is granted by the building administrator.
- b. Students are required to wear coats, hats and gloves during the winter months.

***Additional clothing garment requirements may be imposed at the discretion of the principal for reasons of health, safety or to insure that the educational process is not disrupted.**

ELGIN ELEMENTARY DRESS CODE VIOLATION PROTOCOL

All staff will promptly report any dress code violation at the onset of the school day. Should a dress code violation be reported, the following protocol will be enforced:

1. First Offense

- Parent will be called immediately and a change of clothing/shoes will be requested. The parent will receive a letter documenting the offense.

2. Second Offense

- Parent will be called immediately and a change of clothing/shoes will be requested. The parent will receive a letter documenting the offense of possible future dress code violation consequences. A consequence may be given at the principal's discretion, in accordance with the building discipline policy.

3. Third Offense

- Parent will be called immediately and a change of clothing/shoes will be requested. The parent will receive a letter documenting the offense. The third offense will be handled according to the building's disciplinary policy at the discretion of the principal.

*With parent permission, a student may be asked to turn his/her shirt inside out or to change into another clothing garment in order to meet the expectations of our dress code policy.

*If the parent can not come to school with a change of clothes/shoes, the student may need to remain in the office if the clothing is deemed inappropriate and a change of clothes is not available. Any missed classroom work while the student is in the office will be made up and count toward the student's grade.

N. ELGIN ELEMENTARY CODE OF CONDUCT

1. CODE OF SUSPENSION AND EXPULSION

The following violations shall or may carry from 1-10 day suspension for disrupting the educational process by refusing to follow the normal rules of behavior as prescribed for the Elgin Elementary School.

SUSPENSION

Disrupting the educational process may be defined as, but not limited to the following:

- Fighting or intent to harm another individual.
- Using profanity (written, verbal, gestures, intent, etc.)
- Writing profanity on school or personal property
- Hazing, bullying, harassment (including sexual harassment), and/or sexual misconduct, intentionally spreading
- Rumors that are damaging to others.
- Disobedient, back talk, insubordination, and disrespect.
- Not complying with the school dress code
- Failure to serve an assigned detention.
- Continued tardiness, lack of cooperation, or truancy.
- Gambling
- Posing as a physical threat toward others

- Making verbal threats, written threats, and/or making threatening gestures. Making indirect threats through others.
- Destruction of private or public property.
- Theft
- Unauthorized use of fire alarms or fire safety equipment
- Smoking, e cigarettes and/or possession of tobacco, liquid tobacco, or a tobacco substance, on school grounds
- Leaving school grounds without permission
- Possession of, or use of, alcohol, *drugs, look-alike drugs, or other mind altering substances
- Carrying a weapon
- Failure to obey the building and classroom rules.
- Harassment of school employees on or off of school property at any time.

2. EXPULSION

Major acts of misbehavior that may carry a penalty of expulsion for the remaining term, may be defined as, but not limited to the following:

- Theft or vandalism
- Illegal sexual behavior
- Physical assault
- Indecent exposure
- Possession of, or sale of, *drugs, look-alike drugs, alcohol, or other mind altering substances
- Carrying a weapon

*Drugs are defined as narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates and marijuana.

3. STUDY TABLE / DETENTION POLICY

Students may be required to stay in from a recess for failure to do homework, to do make-up work, or for misbehavior. Staying in for academic reasons is called a "Study Table" (for incomplete or missing assignments) or a "Study Hall" (for make-up work). Staying in for disciplinary reasons is called a "Detention". Parent will be contacted if this behavior becomes excessive. The teacher and administrator will determine what would be excessive.

4. IN SCHOOL SUSPENSION/BEFORE SCHOOL DETENTION

Students in grades 4-5, who habitually receive noon detentions, have attendance problems, or break other school rules, may be assigned to one or more before school detentions. Before School Detentions and/or In School Suspensions may also be used instead of Out of School Suspension at the Principal's discretion for offenses that are non-violent or non-drug and/or non-alcohol related.

5. BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR (BOARD POLICY)

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Aggressive behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions, which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property or while in route to or from school and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing. Any student who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator

or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. If the investigation finds an instance of aggressive behavior has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

Retaliation against any person, who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

The following definitions are provided for guidance only. If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

"Bullying" is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal (oral or written), electronically transmitted, psychological (e.g., emotional abuse), through attacks on the property of another, or a combination of any of these. Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- D. ‘Cyberbullying’ – the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal web sites, and defamatory online personal polling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others." [Bill Belsey (<http://www.cyberbullying.ca>)]
- E. The Board recognizes that cyberbullying can be particularly devastating to young people because:
 1. Cyberbullies more easily hide behind the anonymity that the Internet provides;
 2. Cyberbullies spread their hurtful messages to a very wide audience with remarkable speed;
 3. Cyberbullies do not have to own their own actions, as it is usually very difficult to identify cyberbullies because of screen names, so they do not fear being punished for their actions; and
 4. The reflection time that once existed between the planning of a prank – or a serious stunt – and its commission has all but been erased when it comes to cyberbullying activity.

Cyberbullying includes, but is not limited to the following:

1. Posting slurs or rumors or other disparaging remarks about a student on a web site or on weblog;
2. Sending e-mail or instant messages that are mean or threatening, or so numerous as to drive-up the victim’s cell phone bill;
3. Using a camera phone to take and send embarrassing photographs of students;

4. Posting misleading or fake photographs of students on web sites.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of age, race, religion, color, national origin, marital status or disability (sexual orientation, physical characteristic, cultural background, socioeconomic status, or geographic location).

"Intimidation" includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin or sexual orientation.

"Menacing" includes, but is not limited to, any act intended to place a school employee, student, or third party in fear of imminent serious physical injury.

"Harassment, intimidation, or bullying" means any act that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, and that has the effect of:

- A. Physically harming a student or damaging a student's property;
- B. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property; or
- C. Creating a hostile educational environment.

6. STUDENT RESPONSIBILITIES

The school's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directives and to obey all school rules. Students must arrive at school on time, prepared to learn and participate. If for some reason this is not possible, the student should seek help from a staff member.

In order to keep parents informed of their child's progress in school, parents will be provided information on a regular basis and whenever concerns arise. Many times it will be the responsibility of the student to deliver the information. The school, however, may use the mail or hand delivery when appropriate. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

O. LUNCH / RECESS

Recess is a time for our students to relax, enjoy the company of their friends and classmates, and a time to take a break from the classroom.

Parents may write a note requesting that a child who is not feeling well be allowed to stay in from recess. Students who habitually stay in from recess will be required to have a doctor's excuse.

1. LUNCH TIMES

Students eat lunch at designated times and should do their best to complete their eating during this 30 minute time period. No food is to leave the cafeteria.

2. BREAKFAST & LUNCH COSTS / CHARGES

Elgin Elementary offers FREE breakfast for all students.

Elementary school lunch prices are as follows: Full lunch \$2.00 milk included, reduced 40¢, extra milk 40¢, adult lunches \$2.75, and extra Entrée \$1.50. Breakfast is available daily 50¢ full pay, reduced 25¢. **No charging of meals** is to be allowed, payments can be sent with the student or paid online by credit card or electronic check at www.payforit.net, a small fee is charged for this service. You will need your student ID# to sign up. There are no fees for 'payforit.net'. No food is to leave the cafeteria area. Students are prohibited from bringing "pop" or "soda" for meals.

All cafeteria accounts are managed solely by the Cafeteria, you can send one check to pay for all children in one family, make sure student names are on the check. Meal payments and school fees cannot be paid with one check. It is a policy of the cafeteria that no change is given back. All monies paid are applied to the student meal account and any balance left at the end of the year will follow the student for the following school year. **Free/Reduced applications** are sent home the first week of school and also can be found online on Elgin's website www.elginschools.org, click on Forms. Applications are also available in the school office and kitchen; all information given is kept confidential. This institution is an equal opportunity provider.

P. ACADEMIC REPORTING

Keeping parents informed about their child's progress is a very important part of the cooperative effort between the school and home. Each child is evaluated regularly and every effort is made to provide instructional material that is appropriate at his/her level of ability. Grades are given to indicate performance at the individual's level, which may be below, above or at grade level.

K-5

Achievement Levels	Proficiency Level Descriptors
E - Consistently demonstrates <i>exceptional mastery and higher thinking</i> of grade level concepts and skills.	A student earning an “E” <i>independently</i> uses and applies knowledge in ways that consistently demonstrates higher level thinking skills. The student demonstrates <i>exceptional</i> mastery of grade level indicators.
M - Consistently meets and applies grade level concepts and skills independently	A student earning an “M” demonstrates <i>expected</i> understanding of grade level skills and concepts and requires minimal support.
P- Progressing toward expected understanding of grade level concepts and skills with assistance.	A student earning a “P” has not yet met the standard, but is <i>progressing</i> toward achieving skills and learning grade level concepts.
L- Shows limited/inconsistent application of grade level concepts	A student earning an “L” is currently not meeting the grade level standards. The student demonstrates an inconsistent understanding and application of knowledge.

1. REPORT CARDS

K-5 Students use a Standards Based Report Card. There are four levels of achievement on the Elementary Standards Based Report Card. Grades 3-5 will also include a percentage or letter grade equivalent. Report cards are sent home each Trimester which is three times a school year.

Grades will be given in all subjects (including, physical education, art, and music) every twelve weeks in grades K-5. Students in grades Kindergarten thru Five will receive E, M, P, and L on their report cards in the respective subjects. Children in grades Three thru Five will also receive letter grades (A, B, C, D, or F) for reading, math, language, and spelling.

2. INTERIM REPORTS

Interim reports are sent to parents at the mid-point of each reporting period for all students who are not showing satisfactory progress in one or more subject areas. Teachers may also elect to send interim reports home for other reasons, such as a significant drop in grades or for showing exemplary performance.

3. STUDENT LED CONFERENCES

Student-led conferences are held in the fall and again in the spring of the school year. Report cards are given to parents at that time with an explanation of the grading system. Additional conferences may be arranged at anytime during the school year at the request of either the school or the parent. Parents are encouraged to visit the school whenever they have questions or concerns.

4. GRADING POLICY / SCALE

The letter grading scale for grades 3 through 5 for those subjects assigned letter values, are as follows:

A+ = 99-100%

A = 93-98%

A- = 90-92%

B+ = 87-89%

B = 83-86%
C=70-72%
F = 0-59%
U = 59%-0

B- = 80-82%
D+=67-69%
O=99-100%

C+ = 77-79%
D=63-66%
S = 70-99%

C=73-76%
D- = 60-62%
N = 60-69%

5. HOMEWORK

Occasionally teachers will require students to complete homework as an extension of their school day. The typical homework time frame is:

- Kindergarten10 minutes
- 1st-2nd grade.....15 minutes
- 3rd-5th grade.....30 minutes

Homework gives every child the opportunity to work toward mastery of the subject matter. Please arrange a suitable time and place for the child to do his/her homework. Please remember, we are asking that parents encourage their children to read 20 minutes per day as discussed in our **Let's Read 20 Program**.

Q. TESTING

Testing of students in grades K-5 is mandated by the Ohio Department of Education.

1. KRA - Kindergarten students will be given the Kindergarten Readiness Assessment (KRA) within the first six weeks of school.
2. NWEA - All students in grades K-5 will also be given the NWEA MAP Reading Assessment by September 30, 2016. The MAP testing will occur Fall, Winter and Spring. Students in grades K-5 will be given diagnostic assessments in reading, math, and writing. 5th grade will also be given the NWEA MAP Science assessment.
3. AIR - 3rd Grade will take the Reading AIR test in October. Grades 3-5 will participate in AIR testing in the spring in Reading and Math. 4th grade students will participate in AIR Social Studies tests in the Spring. 5th grade students will participate in AIR Science tests in the spring. Parents will be provided results of these tests in July or as soon as they arrive from the Ohio Department of Education.
4. ODE DIAGNOSTICS - EES is also expected to administer the following diagnostic tests:
The required grades to be administered a diagnostic assessment are:
 - **Reading: Kindergarten, First, Second and Third (NWEA is an approved vendor for Reading assessment)**
 - **Math: First and Second**
 - **Writing: First, Second, Third**

Additional testing will be given to evaluate the level of English understanding for instructional purposes. All testing is pursuant to the state law and changes will be implemented as soon as they are identified at the building level.

R. 3rd GRADE READING GUARANTEE

The 3rd Grade Reading Guarantee legislation provides early intervention and support for our youngest learners. All K-3 students will be given a diagnostic test prior to September 30, 2016. Those students who are found to be below grade level in the reading area are put on a Reading Improvement and Monitoring Plan. This plan provides intervention that will be ongoing throughout the school year. If/ when a student tests on grade level, the scientific research based interventions will continue until the end of the academic year. Students who do not meet the Ohio Department of Education's requirements will be retained in the 3rd grade.

S. LOCKERS/PERSONAL POSSESSIONS

Students in 5th grade are issued lockers. In compliance with H.B. 154, the following applies to search and seizure:

A search of a student's person, locker, automobile, gym bags and other items belonging to, or used by students, are considered to be an "extension of the person" and are subject to search and seizure rules. Searches are permitted when the administration has reasonable suspicion and cause to believe that the student is concealing evidence of an illegal act or school rule violation, or at any time the principal deems necessary. To protect the rights of both the student and administrator, a witness will be present during all search and/or seizure proceedings.

Lockers are assigned by the principal. Lockers are used for students to safeguard their personal possessions, such as coats, gym shoes, books, etc. They should be kept clean at all times.

T. FEES

Consumable materials such as paper products like construction paper roll paper for projects and copy paper is paid for with school funds. All other consumable materials are ordered for the current school year and parents are expected to pay for them through predetermined fees by November 1. Chromebooks are also provided by the district. Students are expected to take care of their own Chromebook. We understand that accidents happen and students will be given one warning if a Chromebook incident occurs. Students will be expected to pay for any damages their Chromebook sustains up to replacement costs. Students will be given an opportunity to purchase insurance at the cost of \$25. This insurance will waive one breakage of the Chromebook. Every effort is made to keep the costs down, including looking for alternative materials at a lower cost, while keeping the proper perspective of matching materials with the curriculum. If the school fees or lunch charges are not paid, the child's grade card and Spring Pictures will be held at the end of the year and these costs will continue to accumulate, from year to year until paid.

Kindergarten: \$20

1st Grade: \$20

2nd Grade: \$20

3rd Grade: \$25

4th Grade: \$40

5th Grade: \$32

U. ELGIN ELEMENTARY SUPPORT STAFF

1. Speech Pathologist - Elgin Elementary School has a speech pathologist in our building every day serving our K-5th grade students. All children in grades 2 and 4 are screened each year for speech problems. Screenings are also done at Kindergarten Screening in May of the year prior to Kindergarten. Students in grades other than those mentioned can be screened at the request of either parents or teachers.
2. A Health Consultant is available each day. She keeps health records current and screens for vision and hearing in K-5.
3. A Psychologist is available to assist with the Intervention Assistance Team meetings, Response to Intervention Techniques, as well as academic and cognitive testing.
4. The services of a guidance counselor are available for the differing needs of our students. The counselor may provide different support groups for students, work in the classroom to educate the students in personal hygiene, or self-esteem programs, and assist in preparing for and administering tests in the buildings.
5. Teachers serve students identified with learning disabilities with a specialty in those areas. Students are divided according to their needs and abilities. Intervention Specialists may work with the students in a small group setting in the teacher's rooms or may work in the regular classroom, depending on the student's individual needs.
6. Two Reading Intervention teachers are available for students. Students are assigned according to need.
7. Two Math Intervention teachers are available for students. Students are assigned according to need.
8. Instrumental music lessons are available for students in the fifth grade. These students play in the elementary band and occasionally perform in places outside the school building.
9. Two secretaries are available who assist in record keeping, handling telephone calls, and assisting the principal. They are the clerk of the school's activity accounts and assist the Health Consultant in taking care of children in need of first aid or who have become ill at school.
10. There are six full-time custodians in the K-12 building. The day custodians are responsible for building repairs and daily custodial duties. The night custodians are responsible for maintaining the custodial cleaning duties of the entire school.

V. CLASS ASSIGNMENTS

Students are placed in the classroom that will benefit him/her the most. Many factors are considered when placing a student, such as; reading groups, math abilities, individualized learning needs, the need for separation from other students for various reasons, personalities that may match well with a teacher, previous program success in a particular setting, etc. Please be assured that while we do not offer parent choice, your child's best interests will be considered when placing in a homeroom. Your child WILL get the best education available anywhere.

W. WEATHER ANNOUNCEMENTS

The school staff has made every attempt to train all of our students to meet emergencies calmly. Families will receive an 'all call' or text from either the superintendent or principal regarding any delays or cancellations. Radio announcements of inclement weather that possibly disturbs the school day can be found on 1490 WMRN and 94.3 WDIF. These announcements may also be seen on TV channels 4, 6, and 10. **PLEASE DO NOT CALL THE SCHOOL!** When schedule changes and cancellations are made, the radio station will more than likely have the information at the same time that the school does, so that parents are the first to know and can make the necessary arrangements.

X. EMERGENCY/SAFETY DRILLS

1. Fire Drill

Students are to follow the teacher's directions for Fire Drill's, and to leave the building in an orderly and swift manner, without causing panic or harm to the other people in the building. When the class has arrived at their predetermined point out of the building, the teacher will take roll call to make sure that all students are safe and accounted for. The fire drill plan is gone over on the first day of school and is posted in the classroom by the door.

2. Tornado Drill

Tornado drills are practiced in the spring. Students again are asked to follow the teacher's directions and to move to a predetermined area of safety in an orderly and swift manner, without causing panic or harm to other people in the building. Once the class has arrived at their spot, the teacher will take roll call to determine that all students are safe and accounted for. The tornado plan is gone over on the first day of school and is posted in the classroom by the door.

3. Bomb Threat

In the case of a bomb threat, students will exit the building and go to a designated safe place. No student will enter the building until all areas have been carefully checked.

4. Safety Drill

Safety Drills are practiced multiple times per school year. Students and teachers are trained in blockading the classroom as well as evacuation strategies.

Y. VISITORS

Visitors are welcome at anytime, except during testing periods. **ALL VISITORS ARE ASKED TO REPORT TO THE OFFICE WHEN THEY ENTER THE BUILDING.** Visitors are asked to not visit classes when the class has a substitute teacher, since this is not a normal class atmosphere.

Parents of children who wish to visit should first obtain the permission of the classroom teacher and the principal. Visiting children should only visit a classroom having students of a similar age and must obey all rules of the classroom and the building.

If the parent would like to visit the school and have lunch with their child, please let the office know by 10:00 AM so that a lunch can be prepared. Adult lunches are \$3.00.

Z. LOST AND FOUND

Each year many items are left or lost at school. Please mark all clothing with the child's name on the tag inside so that we may return the item to the child as soon as possible. A lost and found box can be found in the office. Students need to check the coat rack immediately when they have determined that something of theirs is missing.

AA. CLASSROOM STUDENT ACTIVITIES

1. Field Trips

Field trips are a valuable teaching tool used by the classroom teachers to reinforce various concepts that students have been studying in the classroom. A field trip is an extension of the school program, therefore, all rules, regulations and policies that govern the conduct of students on school property are applicable when the students are off school property on an organized activity.

Depending upon the type of field trip, parents are sometimes asked to chaperone a field trip. This is at the discretion of the supervising teacher(s) and the principal. By law, chaperones then become "uncompensated employees" and come under the same laws as compensated employees of the school system. In order to provide for both maximum safety and experience, it is requested that no other related or non-related child, regardless of age, accompany the chaperones on field trips. All chaperones will need to be responsible for their own cost and transportation, unless prior arrangements have been made with the classroom teacher. All students will be transported in a school designated manner whenever possible (ex. buses, when buses are available). Students may ride home from the field trip when their parents/guardians are available to take them home after overnight trips or other extenuating circumstances, with prior office approval. Students may not ride home with any other adult other than their parents, unless circumstances dictate otherwise with prior written permission from the parent/guardian and school office. The principal must approve all chaperones for school-sponsored field trips.

Field Trips as defined by Board of Education policy must be related to a course of study and therefore are a required part of instruction.

1. Clear learning purposes of the trip as well as how the trip contributes to student's accomplishing of specific learning objectives are shared with students and parents.
2. Standards of behavior and safety emphasizing Elgin's Student Code of Conduct applies to any and all Field Trips.
3. A copy of each student's Emergency Medical authorization Form is to be in the possession of the staff member in charge of the trip.
4. In the event of an emergency during a field Trip, the bus driver should contact appropriate persons from his/her emergency list and the teacher will contact the principal and the parent.

2. CLASSROOM PARTIES

The teacher plans parties within the classrooms. Room parents are parents who wish to help with these parties by sending in items for parties, but not necessarily attending the party unless requested to do so by the teacher. Possible classroom parties may include; Fall Festival, Valentine's Day, Christmas, etc. If a parent so desires, a child may be excused from a classroom party. School is not the place for a birthday party. Food is not allowed in classrooms.

3. TOYS AND ELECTRONIC DEVICES

Toys are not to be brought to school unless requested by the classroom teacher for sharing, a special project, etc. Toys requested to be brought to school for sharing or special projects should be delivered and picked up by the parents whenever possible to insure the child's safety and the preservation of the toy. Toys usually cause a distraction and can be damaged, for which the school has no responsibility.

Appropriate toys brought to school for recess ("soft" balls, jump ropes, etc.) should include the child's name. Again, the school assumes no responsibility for toys brought to school.

Electronic devices such as iPods, MP3 player, electronic games, cell phones etc. shall not be brought to school and the school will not be responsible for such articles.

Cell phones and pagers must be kept out of sight, turned off, and used only with the permission of a teacher/supervisor.

BB. TECHNOLOGY

1. Curriculum Connection

Computers are an important part of today's schools and can provide a student with much needed support of the curriculum. Computers can be used for; reviewing a concept previously taught in the classroom, delivering a concept in a different manner than it was taught in the classroom, expanding a concept previously taught in the classroom and preparing a special project for class. Students will be charged a \$10 Technology FEE. 4th and 5th grade students will have the opportunity to purchase insurance for \$25.00. Accidental Damage (does not include theft) will elicit the following procedures:

- 1st Claim (Warning Letter) \$0
- 2nd Claim without insurance, pay to fix \$25-\$230. Insurance will cover breakage
- 3rd Claim \$20 with insurance (deductible). Pay to fix without insurance \$25-\$230

- Elgin will buy the Chromebook bag. If the Chromebook bag needs replaced, the cost will be at the student's expense.

2. ACCEPTABLE USE POLICY

With Internet access comes a great opportunity to pursue information, previously not even imagined. That information though requires each student to assume a great deal of responsibility. Elgin Local Schools believes that each student is the responsibility of their parents, or guardians, until they have graduated from Elgin High School, therefore the parent must assume the responsibility of the student's activity on the Internet along with the student.

Before the student is given an opportunity to access information on the Internet, an Acceptable Use Policy will be taken home and it has to be returned to school with the appropriate information before the students will be allowed access to the Internet. In addition, community information meetings regarding Internet usage will be planned for the school year.

3. PENALTY FOR INAPPROPRIATE SITE ACCESS

General Information

All students will be informed about appropriate technology use as a whole class.

- 1st offense

On the first offense the student will be talked to about the inappropriate activity and there will be a phone call made to the parent/guardian about the student's activity.

- 2nd offense

On the 2nd offense the student will have limited or discontinued use of the computer for up to 5 days. Students will have the use of textbooks, encyclopedias, etc. during this time. There will also be a phone call made to the parent/guardian about the student's activity.

- 3rd offense

On the 3rd offense the student will have limited or discontinued use of the computer for 5 days. There will also be a phone call made to the parent/guardian about the student's activity. The student will receive an in-school suspension for this infraction and be required to complete a digital citizenship activity.

- 4th offense

On the 4th offense the student will have limited or discontinued use of the computer for a specific time to be determined by school administration, and there will be a phone call made to the parent/guardian about the student's activity. The student will face suspension, which may be in or out of school, and this will be assigned at the administration's discretion. The student will also be required to complete a digital citizenship activity.

The amount of time and penalty depends on the severity of the infraction.

The Elgin Local School District will cooperate with local, state or federal officials in any investigation related to any illegal activities conducted through the Elgin Local School Wide Area Network.

In any event there is a claim that a student has violated the Elgin Local School AUP or the Elgin Elementary School disciplinary code in their use of the Elgin School Wide Network, you will be provided with a notice of the suspected violation and an opportunity to present an explanation before an administrator. If the violation also involves a violation of other provisions of the Elgin Elementary School disciplinary code, it will be handled in a manner described in the Elgin Elementary School disciplinary code. Additional restrictions may be placed on the student's use of their school account.

Most computer network/access infractions are addressed in the Elgin Acceptable Use Policy but it is impossible to foresee all infractions that may arise during a school year. Therefore, any student involved in an Elgin computer network/access infraction will be disciplined fairly and firmly.

