

**ELEMENTARY
PARENT - STUDENT
HANDBOOK
2016-2017
TABLE OF CONTENTS**

Introduction3
School Calendar.....4
Daily Time Schedule5

SCHOOL POLICIES

Absences, Excuses For.....5
Absences, Prolonged.....5
Arrival.....5
Attendance.....6
Cafeteria Rules.....6
Change of Address/Phone Number.....6
Conferences.....6
Discipline Plan/School Wide and Principal’s.....6,7
Non-Discrimination/Harassment, Bullying, Hazing.....7
Dismissal, Daily Student.....8
Dismissal, EMERGENCY.....8
Dress Code.....8
Dress Code, Summer.....8,9
Emergency and Tornado Drills.....9
Emergency Medical Forms.....9
Fire Drills.....9
Homework.....9
Interim Reports.....10
Medications Policy.....10,11
Pets.....11
Playground Rules.....11
Procedure: Pick Up/Drop Off Students12
Recess, Excuses For.....12

School Property.....	12
Social Security Number.....	12
Textbooks/Library Books.....	13
Vacation.....	13
Visitors.....	13
Withdrawal and Transfer.....	13

GENERAL INFORMATION

Art.....	14
Bus and Safety Regulations.....	14,15
Bus Conduct Rules.....	15
Cafeteria Policies.....	16
Computer Technology in Our Schools.....	17
Fundraising.....	17
Grading Scale.....	17
Handbook Guidelines.....	17
Health Services.....	18
Insurance.....	18
Interpretation of Grades.....	18
Lost and Found.....	19
Media Center.....	19
Music.....	19
Physical Education.....	19
Reading.....	20
Recess Rules, Indoor.....	20
Recess Rules, Outdoor.....	20
Report Cards.....	20
Restrooms.....	21
School Closing.....	21
Supplemental Services.....	21
Valuables.....	21
Rules for Technology Use	22
*<u>HANDBOOK CONFIRMATION</u>	23

***Please return this to the school**

Dear Parents,

As we begin year two at the new SLES, we will look to build upon our successes from the previous year, and create new and lasting memories for the 2016-2017 school year. I am honored to continue to serve as your principal and I look forward to another successful and exciting year at SLES! We look forward to building lasting relationships with the entire school community. You all continue to play a significant role in the continuous effort to make and keep our building “Excellent” and for that you should be commended.

Springfield Local Elementary is committed to helping your child reach his or her maximum potential. We believe that school plays an important role in the social and emotional development of each child, as well as the academic area. For us to achieve this goal it is imperative that the school and family work cooperatively as a team with a common focus – your child.

Springfield Elementary will always maintain an open line of communication to best meet the needs of each child. This handbook will serve as a guide so you, as parents/guardians, may better understand our school programs and policies. Please do not hesitate to contact us if there are any questions and please share this information with your child or children. We look forward to seeing you in September!

Respectfully,

Anthony J. Albanese
Principal, SLES

SPRINGFIELD LOCAL ELEMENTARY SCHOOL CALENDAR 2016-2017

Sept. 5, 2016	Labor Day (no classes)
Sept. 6, 2016	Teacher Report Day
Sept. 7, 2016	Students First Day of Class
Oct. 13, 2016	Interim Reports home
Oct. 14, 2016	NEOEA Day (no classes)
Nov. 11, 2016	End of first grading period
Nov. 18, 2016	Report Cards
Nov. 22, 2016	Conference Night (3:30-9:30 pm)
Nov. 23, 2015	Compensatory Day (no school)
Nov. 24-25, 2016	Thanksgiving Recess
Dec. 21, 2016	Interim reports home
Dec. 21, 2016	Last day of classes before Christmas Break
Jan. 2, 2017	Classes resume
Jan. 16, 2017	Martin Luther King, Jr. Day (no school)
Jan. 27, 2017	End of first semester (2nd Grading Period)
Feb. 3, 2017	Report Cards
Feb. 16, 2017	Conference Night (3:30-9:30)
Feb. 17, 2017	Compensatory Day (no school)
Feb. 20, 2017	Presidents' Day (no school)
Mar. 3, 2017	Interim reports home
Mar. 31, 2017	End of third grading period
Apr. 7, 2017	Report Cards
Apr. 13, 2017	Last day of classes before Easter Break
Apr. 19, 2017	Classes resume
May 5, 2017	Early Dismissal 1:45 (Prom)
May 12, 2017	Interim reports home
May 29, 2017	Memorial Day (no school)
June 7, 2017	Last day of classes
June 8, 2017	Teachers' last day

Make up days, if necessary: June 8, 9, 12, 13, 14 (With Teacher In-Service following students' last day)

DAILY TIME SCHEDULE

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

SCHOOL POLICIES

ABSENCE, EXCUSES FOR

When a student is not able to come to school, **a parent must call the school office (330-542-3722) before 8:25 a.m. to report the absence and reason.** A message may be left if the call is made when school is not in session. One call is sufficient for multiple days. The school will call home if a call is not received.

Each student is required to bring an excuse, signed by the parent or guardian, after being absent. These should be clearly marked with the teacher's name, grade level and date of absence.

ABSENCES, PROLONGED

Any absence, extending more than three (3) days, or any questionable pattern of attendance, will be checked by the building principal. If this is not corrected within a reasonable amount of time it will then be referred to the School Resource Officer/County Attendance Officer.

ARRIVAL

Students are not to be dropped off at school prior to 8:15 a.m. We have no supervision until this time. Students are to report to the cafeteria until dismissed to regular class. If there is an emergency situation, please contact the office and accommodations will be made.

ATTENDANCE

THE FOLLOWING TIMES ARE USED FOR ATTENDANCE PURPOSES:

If students arrive between 8:36 a.m. and 9:35 a.m., they are a.m. TARDY.

If students arrive between 9:35 a.m. and 2:00 p.m. they are ABSENT 1/2 DAY.

If students leave before 2:00 p.m., they are ABSENT 1/2 DAY.

If students leave between 2:01 and 3:00 p.m., they are p.m. TARDY.

CAFETERIA RULES

1. ENTER THE CAFETERIA IN AN ORDERLY FASHION.
2. STUDENTS MAY TALK IN A QUIET, NORMAL TONE OF VOICE.
3. EAT IN A MANNERLY FASHION, NOT ANNOYING OTHERS.
4. DISMISSAL WILL BE ACCORDING TO TEACHER DIRECTION.
5. DUTY TEACHERS WILL BE RESPONSIBLE FOR MAINTAINING CONSISTENT SUPERVISION AND DISCIPLINE.
6. STUDENTS WHO MISBEHAVE WILL BE SEEN BY PRINCIPAL WHICH MAY RESULT IN LOSS OF CAFETERIA PRIVILEGES FOR A DESIGNATED TIME.

CHANGE OF ADDRESS/PHONE NUMBER

Inform the office if you change your address or telephone number. It is extremely important that we be able to contact you as quickly as possible in case of emergencies. If you do not have a phone, you must make arrangements with a neighbor or relative so the school can contact them and they will contact you.

CONFERENCES

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

DISCIPLINE PLAN, SCHOOL-WIDE

1. EACH CHILD WILL FOLLOW THE BASIC DAILY ROUTINE OF EACH CLASSROOM TEACHER.
2. EACH CHILD WILL WALK TO AND FROM THEIR BUSES DAILY.
3. STUDENTS WILL REMAIN IN LINES WHILE PROCEEDING TO VARIOUS SECTIONS OF THE BUILDING. WHILE USING THE STAIRWAYS, CHILDREN ARE TO PROCEED IN A SINGLE FILE IN CIRCUMSTANCES WHERE HALLWAYS ARE FULL.
4. TEACHERS WILL KEEP THEIR CHILDREN RELATIVELY QUIET IN THE HALLS IN CONSIDERATION OF THE OTHER CLASSES.
5. EACH CLASSROOM TEACHER WILL HAVE A CLASSROOM DISCIPLINE PLAN.

PRINCIPAL'S DISCIPLINE PLAN:

1. FIRST "VISIT": Verbal reprimand; record incident in office file.
2. SECOND "VISIT": Loss of noon recess. (Number to be determined by principal).
3. THIRD "VISIT": Discipline will be administered depending on infraction.

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

SEVERE CLAUSE:

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

NON-DISCRIMINATION/HARASSMENT, BULLYING, HAZING:

Students, parents, or guardians may file a written or verbal complaint of suspected harassment, intimidation, bullying, and hazing with any school staff member or administrator. The written complaint shall be promptly forwarded to the building principal or his/her designee for review and proper action.

Students may also report any form of bullying or harassment anonymously by calling the Springfield Local School District Anonymous Bullying and Harassment Tip-Line at 330-542-3722 and leaving a message at extension 1234.

DISMISSAL, DAILY STUDENT

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

DISMISSAL, EMERGENCY

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

DRESS CODE

School clothing should be neat, clean and appropriate. We, at Springfield Local, believe a neat appearance indicates orderliness of thought, good judgement, and interest in school. To ensure the safety of our students, **Flip-flops, Clogs, and Roller Blade Shoes will not be permitted.**

NO Make-Up is to be worn.

Clothing suitable to the weather should be worn during recess and physical education periods. In order for your child to be more comfortable in the classroom, we recommend that you send a sweater or garment that can be worn on days when it might be chilly. **It should be clearly marked with your child's name and teacher's name.** This garment may be left in the classroom and used as needed.

No hair spray coloring or gels will be permitted. Hair must be natural color.

Pants or shorts must be worn at waist - no sagging will be permitted. Clothes depicting alcohol, drugs, tobacco products, or inappropriate language will not be permitted.

Students will go outside for recess as long as the weather allows. Please dress your children appropriately for weather conditions. During inclement weather it is preferred that students wear boots.

DRESS CODE, SUMMER

Summer dress code is in effect April 15th through October 1st.

Principal Discretion will be used for severe weather.

Acceptable clothing: Cargo shorts; Shorts; Hemmed or Cuffed Jean Shorts; Walking Shorts; Light Weight Short Sleeve Shirts; Sleeveless Blouse or Shirt; **Sandals with heel straps.**

Unacceptable Clothing: Swim Suits; Bicycle Pants; Spandex Pants; Work Out Pants;
Cutoff Sweat Pants; Halter Tops; Cut Off Shirts; Spaghetti Straps;
Tank Tops
Boys – No Tank Tops; Girls- No bare midriiffs; Jeans/Shorts with
holes

EMERGENCY AND TORNADO DRILLS

All students are to follow the designated procedure of their particular teacher and location. Students and teachers should walk quickly and quietly to their designated safety area and remain in position until otherwise notified.

SIGNAL - The air horn will sound signaling an emergency drill.

EMERGENCY MEDICAL FORMS

New Emergency Medical Forms are sent home to be filled out by parents at the beginning of each school year. Any circumstances concerning your child's health should be noted on this form.

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

FIRE DRILLS

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

SIGNAL - Fire drills are signaled by the activation of an electric fire horn.

BEHAVIOR - Absolute silence is maintained throughout the fire drill, unless necessity requires it otherwise.

CORRECT PROCEDURE - Students must leave the classroom and building as quickly as possible. They proceed from the classroom in a single file to the exit their room has been assigned to use, remaining at least 150 feet from the building. **WALK FAST! DON'T RUN!** Students remain outside the building until the signal is given to return. Every fire drill should be considered an actual emergency.

HOMEWORK

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

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

INTERIM REPORTS

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

SPRINGFIELD LOCAL SCHOOLS' MEDICATIONS POLICY

Dear Parent:

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

Sincerely,

Thomas S. Yazvac, Superintendent

File: JHCD

ADMINISTERING MEDICINES TO STUDENTS

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

For the purpose of this policy, "medication" means any prescription drug or over-the-counter medicine.

Medication must be delivered to the school in its original, labeled container by the student's parent and must be accompanied by the parent's written request for its administration and the physician's written and signed statement of the medication's name, the purpose of its administration to the specific student for which it is

**intended, its proper dosage and the time when its use will be discontinued.
Medication no longer required must be removed by the parent.**

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

PETS

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

PLAYGROUND RULES, GENERAL

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

The playground will be fully supervised at all times by teachers, and students must be fully informed of the rules for this recreation area.

In regards to the equipment, the following rules apply:

**-THERE IS TO BE NO PUSHING, SHOIVING OR TACKLING AT ANY TIME
INSIDE THE SOFT SURFACE AREA, IN OR AROUND THE SWINGS OR OTHER
PLAY EQUIPMENT FOR SAFETY REASONS.**

-SLIDES ARE MADE FOR COMING DOWN. DO NOT WALK UP SLIDES.

In general, playground rules and behavior must be conducive to safe and friendly play. Teasing, arguing, fighting, running in unauthorized areas and any other behaviors which the teacher deems inappropriate will not be tolerated. The overall safety of each individual child is of great importance.

****** IMPORTANT******

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

PROCEDURE FOR PICKING UP OR DROPPING OFF STUDENTS

It is preferred that students ride the bus to and from school. If you must pick your child up at the end of the day, you need to enter through the drive marked "Visitor's Entrance", park in the large parking lot in the front of the building, enter through the front door and go to the office and sign your child out. At Dismissal time, students with parents waiting will be called over the PA system and will meet you in the cafeteria.

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

RECESS, EXCUSES FOR

If a child is to be excused from recess, a daily note should be sent to the teacher. Recess is very beneficial to the students. Therefore, we ask that students participate in recess on a daily basis.

We understand that certain physical problems require that a student remain indoors during recess once in a while, but we ask that this privilege not be abused. **If a student has to stay indoors during recess for one week or more, this must be cleared through the office with a physician's excuse.**

SCHOOL PROPERTY, CARE OF

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

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

SOCIAL SECURITY NUMBER

We must have each student's Social Security number on file as per state law.

TEXTBOOKS/LIBRARY BOOKS

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

Full Charges Will Be Made For Books:

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

Partial Charges Will Be Made For Books:

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

All books should be covered with a book cover to ensure better care of the textbooks.

To cover the cost of the consumable materials, the Springfield Local Board of Education has approved a fee of **\$20.00 per student**. This is payable at the beginning of the school year. Waivers are available for those who meet the criteria. You may call the school to get more information.

REPORT CARDS WILL BE WITHHELD UNTIL STUDENT FEES ARE PAID.

VACATION

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

VISITORS

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

WITHDRAWAL AND TRANSFER

The procedure for withdrawal or transferring is as follows:

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

GENERAL INFORMATION

ART

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

BUS AND SAFETY REGULATIONS

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

These guidelines should be followed:

1. Pupils shall arrive at the bus stop before the bus is scheduled to arrive.
2. Pupils shall wait in a location clear of traffic and away from the bus stop. When dropped off, pupils must go directly to their driveway.
3. Behavior at the school bus stop must not threaten life, limb or property of any individual.
4. Load and unload from the bus at its designated stop only.
5. When boarding the bus, pupils must wait for the signal of the driver to cross the street if doing so.
6. Pupils must go directly to an available or assigned seat.
7. Pupils must remain seated, keeping aisles and exits clear. Pupils are not permitted to change seats.
8. Pupils must observe classroom conduct and obey the driver promptly and respectfully.
9. Noise on the bus should be kept at a MINIMUM.
10. Pupils must not use profane language either written or verbal.
11. Pupils must refrain from eating and drinking on the bus except as required for medical reasons.
12. Pupils must not use/possess tobacco on the bus.
13. Pupils must not have alcohol or drugs in their possession on the bus except for prescription medication required for a student.
14. Pupils must not throw or pass objects on, from, or into the bus. Pupils must not hang any object outside the bus window.
15. Pupils must carry on the bus only objects that can be held in their lap.
16. Pupils must not put head or arms out of the bus window.
17. Pupils must not mark, deface, or damage school bus seats or equipment.
18. Pupils should go directly and promptly to the bus when dismissed from school.
19. There shall be no running or pushing during a loading or unloading operation.
20. Pupils must remember to never stand behind a bus.

21. **Pupils must leave or board the bus at locations to which they have been assigned.**
22. **BUS DRIVERS MUST MAINTAIN A TIME SCHEDULE AND SHALL NOT WAIT FOR STUDENTS UNLESS THE DRIVER IS AHEAD OF SCHEDULE.**

ANY CHILD WHO CHOOSES TO MISBEHAVE MAY BE DENIED THE PRIVILEGE OF RIDING THE BUS BY PROPER AUTHORITIES. OUR BUS DRIVERS NEED AND DESIRE YOUR COOPERATION, THUS PERMITTING THEIR FULL ATTENTION TO THE TASK OF TRANSPORTING ALL CHILDREN SAFELY.

CAMERAS ARE INSTALLED ON ALL BUSES TO MONITOR BEHAVIOR.

BUS CONDUCT RULES, STUDENT

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

The policy for misconduct on the school bus shall be as follows:

FIRST OFFENSE - DRIVER TALKS TO STUDENT

SECOND OFFENSE - DRIVER WILL WRITE A CONDUCT REPORT AND SUBMIT TO PRINCIPAL. A COPY SHALL BE MAILED TO PARENTS.

THIRD OFFENSE - POSSIBLE SUSPENSION FROM BUS

FOURTH OFFENSE- SUSPENSION FROM BUS

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

CAFETERIA POLICIES

Politeness, courtesy, and consideration for others are characteristics of a refined child. A student reveals himself, as he really is, by his actions about the school and in the cafeteria.

Based on present operations of our cafeteria, the students have the ability to pay on a daily basis or to put money in their account for lunch and snacks. The price of lunch, including milk, is \$2.50 per day and milk bought separately is 60 cents per carton. Reduced lunch is 40 cents.

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

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

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

COMPUTER TECHNOLOGY IN OUR SCHOOL

There are computers in every classroom with a centralized printer. We have Internet access in each classroom and an Authorization Form must be on file in order for students to have Internet access. Our Board Of Education and PTO continue to be very supportive by supplying peripherals and furniture for these computers.

The primary purpose of the program is to expose students to basic computer skills, and to enable them to gain further knowledge and expand their understanding of the computer in this present era of changing technology.

Teachers, including the specialists, incorporate technology into their classroom for the benefit of the children. Professional development continues to provide teachers with the necessary tools to utilize this technology in their lessons for student improvement.

FUNDRAISING

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

GRADING SCALE

District Wide Grading Policy:

92 - 100	A
83 - 91	B
73 - 82	C
63 - 72	D
0 - 62	F

HANDBOOK GUIDELINES

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

HEALTH SERVICES

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

INSURANCE

Student insurance is available at a nominal fee and is optional. When a student insured under the plan is injured, the parent should contact the Insurance Company for a claim form. This form must then be completed by the parents and presented to the doctor or hospital. The school merely acts as a medium in supplying the insurance and assumes no liability, either for the injury or the subsequent negotiations with the company. If you do not have family medical coverage this will help with the bills.

INTERPRETATION OF GRADES

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

A = The student is more than meeting the demands of the teacher.

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

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

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

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

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

LOST AND FOUND

There is a lost and found bin in the hallway across from the office. If a clothing item or hat, gloves, etc. is lost, please check this bin. Smaller items of value – rings, glasses, necklaces, etc. are to be turned in to the office. At the end of the school year unclaimed items are donated to a charity.

MEDIA CENTER

Our Media Center gives the students a comprehensive learning environment, which will supplement the classroom situation.

The library automation system has a two-step process for notifying patrons about overdue library books. First, a notice will say OVERDUE. This is a reminder that the due date has passed. No fines are assigned until the book is scanned back into the system. Once an overdue book is scanned back into the system, the computer calculates the fine based upon the number of days that the book was kept out beyond the original due date. The note will then say FINE to denote the late charges assigned.

This automation program was developed in France. Therefore, the dates on the late notes are different. Dates are written differently in Europe. A due date of 15-12-10 means 2015-December-10th. Europeans write the year first, then the month, then the day.

MUSIC

The three main areas of the music curriculum are: concepts, expression, and skills. Three music programs are presented each year. The First & Second Grade and Third & Fourth Grade programs are presented at the Intermediate Auditorium. The Kindergarten program is presented in our gymnasium. Fourth Grade students also study and play recorders as part of their music curriculum culminating with a “recorder concert” held at our school in the spring.

PHYSICAL EDUCATION

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

READING

We use an Integrated Reading System to improve upon the students' reading achievement. Our System is comprised of the following components - Comprehension, Phonics, Guided Reading and Writing.

RECESS RULES, INDOOR

1. STAY IN YOUR CLASSROOM.
2. NO FIGHTING IS ALLOWED.
3. NO PUSHING OR SHOVING.
4. NO RUNNING IN THE BUILDING.
5. STUDENTS SHOULD TREAT EACH OTHER WITH RESPECT AND COURTESY.
6. PLEASE USE INSIDE VOICES.

RECESS RULES, OUTDOOR

1. WHEN WHISTLE IS BLOWN, LINE UP QUICKLY AND QUIETLY IN APPROPRIATE LINES WITHOUT TALKING.
2. NO TACKLE FOOTBALL ON ANY SCHOOL GROUNDS.
3. NO PUSHING OR SHOVING ON ANY SCHOOL GROUNDS.
4. FIGHTING WILL NOT BE TOLERATED.
5. STUDENTS SHOULD TREAT EACH OTHER WITH RESPECT AND COURTESY.
6. IF ANY EQUIPMENT IS BEING USED AT RECESS, PLEASE RETURN DAILY TO PROPER PLACE.
7. STUDENTS ARE NOT PERMITTED TO CLIMB/HANG ON THE FENCE.

REPORT CARDS

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

RESTROOMS

Students are expected to keep restrooms clean. They are not to linger there, write on the walls, or damage the facilities in any manner. If students are feeling ill they should report to the office and not remain in the restroom.

SCHOOL CLOSING

In the event of severely inclement weather or mechanical breakdown, school may be closed or starting time delayed. In the event of a 2 hour delay, school will begin at 10:35 and dismissal will be at the normal time of 3:15. School closing or delayed starting time will be announced/listed on the internet over local radio and television stations. Reports in the morning will be between 6:00 a.m. and 8:00 a.m. If no report is heard, it can be assumed that school will be in session. **PLEASE DO NOT CALL THE SCHOOL!** Telephone lines must be kept open for emergencies.

SUPPLEMENTAL SERVICES, TITLE I

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

VALUABLES

Please discourage children from bringing anything of value to school. **Students are not permitted to bring electronic games, electronic communication devices, collectable cards, etc.** These items will be confiscated and held in the office.

The school will not assume responsibility for loss of these items.

RULES FOR TECHNOLOGY USE

1. Springfield Local School District computers are for authorized users only.
2. The use of this computer is a privilege; any misuse will not be tolerated! Do not change the cursor, background, or any Internet or other program settings! Doing so may result in loss of computer privileges and detention, suspension, or expulsion! This computer is not to be used to play games or listen to music. Kazaa, AOL, MP3s and other similar sites are not allowed. Do not download and/or install any files or software without explicit instructions from a teacher.
3. Individuals using this computer system without authority, or in excess of their authority, are subject to having all of their activities on this system monitored and recorded by system personnel. In the course of monitoring individuals improperly using this system, or in the course of system maintenance, the activities of authorized users may also be monitored.
4. Anyone using this system expressly consents to such monitoring and is advised that if such monitoring reveals possible evidence of criminal activity, system personnel may provide the evidence of such monitoring to law enforcement officials.
5. Students shall not damage or alter any computer hardware or software and/or related technology equipment (digital cameras, printers, etc.).
6. Students aiding teachers are restricted to using only the program selected by the teacher.
7. Students shall not attempt to establish computer contact with restricted computer software or unauthorized databases.
8. There shall be no eating or drinking at computers (including suckers).
9. Abusive language, vulgarity, profanity, sexual innuendo, obscenity, or other inappropriate language (including quoting another source) is strictly prohibited.
10. School computers are to be used only for educational purposes.
11. E-mail may be read or sent any time beyond class time and messages should not be meaningless or retaliatory. Messages relating to, or in support of, illegal activities will be forwarded to the authorities.
12. **Never** reveal your personal address or phone number while on the computer.
13. Every student must have a signed acceptable use policy on file in the school media center before using computers.

PENALTY FOR MISUSE OF TECHNOLOGY

The penalty may include, but is not limited to: loss of computer privileges and detention, suspension, or expulsion.

HANDBOOK CONFIRMATION

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

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

PARENT'S SIGNATURE _____

STUDENT'S NAME _____

CHILD'S TEACHER _____

DATE _____