

Young Elementary School

Springfield Local Schools

Student - Parent Handbook



3258 Nidover Rd.
Akron Ohio 44312

330-798-1008
330-798-1168 fax
330-798-1018 attendance line
www.springfieldspartans.org

Mr. John Morris, Principal

Mrs. Tracy Hill, Secretary

SPRINGFIELD LOCAL SCHOOLS MISSION STATEMENT

We will engage all students every day, in enriching, productive activities, which promote and teach the value of lifelong learning.

SPRINGFIELD LOCAL SCHOOLS VISION STATEMENT

Our community will work together to provide a safe, supportive, and stimulating environment for learning.

Young School Mission Statement

We will strive to develop the whole person - the social, emotional, physical, and cognitive person. It is our mission to nurture and guide our students in knowledge and skills.

Zero Tolerance

We will not permit any cruelty, harassment, excessive teasing, discrimination, violence, intimidation, possession of any dangerous weapon, or threats of any kind.

Student Arrival and Dismissal Procedure

8:30 Building opens for students, breakfast begins

8:50 tardy bell, class work begins

3:10 Dismissal of students begins

2:55-3:10 **No** early dismissal period

If **you are transporting** your son or daughter to school, please drop them off at the sidewalk after the buses leave at 8:35. Students **are not** permitted to walk between the buses or walk from the parking lot by themselves.

After 8:50 you must park and come into the building with your son or daughter to sign them in.

Afternoon parent pick up is at 3:10. Park, come into the office, sign the students out. They will meet you by the office at 3:10. Do not go to the classroom.

Parent Pick up after 3:15 and later is in the front of the building. Pull up to the curb, do not get out of the car; your child will get in. This is similar to what we do in the morning, but in reverse. Students are not permitted to walk out into the parking lot to meet you.

If your child arrives after the starting time, he/she will be marked tardy. All doors, except the front entrance, will be locked at 9:00 a.m. Please park and bring your child to the office and sign them in. They will receive a late pass to take to class.

Tardy - Arrive after 8:50 a.m. and before 10:00 a.m.

1/2 Day Absent - Arrive after 10:00 a.m.

1/2 Day Absent - Leave before 2:00 p.m.

Early Dismissal – leave after 2:00 and before the end of the school day

Tardy to school and early dismissals do count against perfect attendance.

Early dismissal is discouraged. Even the last few minutes of the school day is devoted to instruction, important reminders and review of the daily lessons.

When it is **necessary** to take your child out of school early, a request to have the child excused from class early should be sent with the child the morning of the dismissal. The time and reason of leaving should be included. When possible, medical and dental appointments should be made outside of school hours. Parents should also call to verify whether the child delivered the note.

Come directly to the office to pick up your child. The secretary will notify the teacher to send your child to the office. **Do not pick** the student up in the classroom.

Please try not to schedule an early dismissal between 2:50 p.m. and the end of the day! If your child must leave early, please pick them up before 2:50 to avoid the hectic end of the day at dismissal time.

Attendance

Ohio law recognizes the importance of education and places the duty upon the parents and guardians to assure their child is attending school. We believe that good habits are developed early in life. We encourage you to make sure that your child is here every day.

Each time a student is absent from school or late to school STATE LAW requires that parents provide an acceptable excuse for the absence. **PARENTS MUST CALL THE SCHOOL ATTENDANCE NUMBER 330-798-1018 by 9:00 a.m. for each day absent.** If no call is received we are required to call the student's home or the parent's work to confirm the absence. It is still necessary to send A NOTE OF EXCUSE with the student upon his/her return to school. Students without notes will be marked "un-excused" on his/her permanent record. State law accepts the following as reasons for absences:

1. Personal illness
2. Death of a relative
3. Observation of a religious holiday
4. Critical illness in the family
5. Quarantine in the home
6. Or for a reason which the Principal deems justifiable

Students with a health condition that causes repeated absence are to provide the school office with an explanation of the condition from a registered physician. If there is a pattern of frequent absence for "illness", the parents will be required to provide a statement from a physician describing the health condition that is causing the frequent illness and the treatment that is being provided to rectify the condition.

Consumable fee is \$30.00

Please send this money as soon as possible. Consumable fees are used to help purchase reading materials, math workbooks, art supplies, and paper products for your child. Please make checks out to **Springfield Schools**. If this fee is not paid, students will not receive their report card. All debts follow the child to high school.

Costs (additional)

There are several opportunities for the students during the school year that cost additional money if you chose to allow them to participate.

Fall and spring pictures, yearbook, items from school store, popcorn or cotton candy from PTG, magazines during fall fundraiser, scholastic book fair, some field trips, carnival, and other cost that may occur during the year.

Custody

1. Parents have an obligation to inform the school anytime the custody of a child changes.

2. The school needs a copy of court orders pertaining to your child's custody.
3. Non-custodial parents may request newsletters, report cards; etc... by sending in self-addressed stamped envelopes to the classroom teacher.

Email

Every teacher has email that goes to a computer in each room. The email address is:
sp_ (teacher's name) @springfieldspartans.org

Emergencies at School

The handling of emergencies is greatly facilitated by keeping on file a record of parents or other persons who may be contacted when such emergencies arise. Always notify us when phone numbers change so we may keep your child's *Emergency Card* and *Emergency Medical Authorization* form up to date.

Field Trips

Field trips may be conducted throughout the school year and correlate with educational experiences students have in the classroom.

1. Parents will be asked to sign permission slips when children take field trips. The parent's signature acknowledges that the parent is aware that the child will be away from the school, and is aware of the nature of the field trip and its purpose. Only those whose parents have signed permission slips will be permitted to participate.
2. The parents have the right to deny participation.
3. Parents asked to chaperone may not bring young children with them.
4. Only a certain number of chaperones may go on a field trip. Sometimes this is dictated to us by where we are taking the children.
5. There is a strict no smoking policy for chaperones.

Inside recess

We stay inside for recess when the temperature is below 10 degrees or the wind chill is below zero degrees, when it is raining or during a snowstorm.

Lice

Students who have live lice must be removed from school until he/she is treated with medicated shampoo and all *live* nits have been removed. All students returning from home to school after leaving for lice must be checked at the office before going to class.

Lost and found

Lost and found items are put in the lost and found box. We encourage you to label your child's name on lunch boxes, sweaters, coats, and other apparel.

Lunch and breakfast

We serve a hot lunch every school day. We will send menus home monthly. The cost of lunch is \$2.25. **You may purchase lunch tickets ahead of time for any amount.** We encourage you to purchase these tickets so that the children do not have to handle money each day. Breakfast is also served starting at 8:30 a.m. The cost for breakfast is \$1.25. Lunches may be packed, and milk may be purchased for \$.50. **Students are not permitted to have carbonated beverages in the cafeteria.**

Lunch/recess

| | |
|--------------|-------------|
| Kindergarten | 11:15-12:00 |
| First grade | 11:30-12:15 |
| Second grade | 11:45-12:30 |
| Third grade | 12:00-12:45 |

Lunch and Breakfast – Free and Reduced

Students who qualify for the free or reduced lunch program will be issued a ticket. Students qualify based on family income. Application forms will be sent home with all students at the beginning of the school year, however parents may apply at any time during the year.

Medical Concerns

Bee stings and other Allergies

1. Parents are responsible for informing the school of the child's allergies, especially allergies to bee stings.
2. In case of bee sting allergies, the parents are responsible for providing the school with the medication and a doctor's statement about how the medication is to be administered.

Immunization Law

Children who do not have evidence of proper immunization (updated shot record) will be excluded from school after 14 days.

Medication

Doctor-prescribed medication, which is necessary for the student to function, can be administered by school personnel when a *Medication Authorization/Permission Form*, signed by both the parent and the

doctor is on file in the office. The parent must bring the medicine in its **original prescription bottle** along with the permission form to the school. Students are not permitted to transport the medication (prescription or nonprescription) on the school bus. Nonprescription drugs (Tylenol, etc.) may be administered if a parental permission form has been completed and signed by the parent.

Office Information

An office card and an emergency medical authorization form will need to be completed and sent back to school immediately. On the office card be sure to provide the school with a family member or friend we may contact in case we cannot reach you. If changes occur during the school year, please provide the new information to the office. Please provide telephone numbers, pager and cell phone numbers.

Parent Teachers Group (PTG)

Our parents' group meets monthly throughout the year. We welcome your active participation in this group and hope you will be able to attend our meetings.

The purpose of this group is to work together to provide support and educational materials, which help teachers teach. We can always use more members to help expand our services to the school.

Class Parties and birthday treats

We have three scheduled parties: Halloween, Christmas and Valentine's Day.

Parents are welcome to send in a treat for a birthday. Please notify the teacher or secretary if items require refrigeration.

Do not send suckers or gum as birthday treats for lunchtime. Please check with the teachers for treats needed for special diets.

Progress Reports and Report Cards

Parents will receive a progress report to update your child's progress. These reports will give you important information. They inform you where you may be able to help your child so that they "stay on track" as they move through the school year. The report card is sent home four times a year.

Records and Changes

In order for school records to be kept current, and in the event it is necessary to contact parents for emergency purposes, the school office must be notified of any change in a student's address and phone number as well as parent's work phone numbers. If you move out of the district during the school year, please inform us of the change and we will direct you to the open enrollment office to fill out the proper forms

Safety

Bus, fire , tornado and lock down drills are held periodically in accordance of State Law. The staff talks about the reason for these drills with the children. We suggest you talk to your child about safety drills and procedures you may have at home.

We are also cautious of individuals who enter our building. We do not permit persons to visit classrooms without proper identification. Please stop in the office each and every time you enter the building. All volunteers must register before visiting the classroom.

Signing students in and out are of utmost importance. We need to know the whereabouts of each and every child. Occasionally a parent thinks the sign in/sign out policy is a nuisance. We would like to caution parents that it may be a nuisance --- UNTIL a child is missing.

You can be a part of our safety force by observing unusual behavior at bus stops, parking lots, and other areas that are frequented by children. Springfield Police are very helpful in these types of situations

School Closing due to weather

When school is closed due to weather or other emergency situations, the decision, when at all possible will be made by 6:00 a.m. The following television and radio stations will be notified, TV: WKYC Channel 3, NEWS Channel 5, FOX 8, 19 NEWS, & WUAB 43, Radio: WAKR 1590, WONE 97.5, WQMX 94.9, WGAR 99.5, WNIR 100.1

School phone numbers

| | |
|----------------------------|----------------------|
| The school phone number is | 330-798-1008. |
| Fax | 330-798-1168 |
| Attendance Number | 330-798-1018 |
| Board Office | 330-798-1111 |
| Bus Garage | 330-798-1010 |

Every teacher has a phone in their room with voice mail. You can leave a message with them anytime. The phone does not ring, interrupting class, during school hours.

Search and Seizure

Search of a student and his/her possessions may be conducted at any time the student is under the jurisdiction of the *Springfield Board of Education* and there is reasonable suspicion that the student is in violation of the law or schools rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without the student's or parent's consent. Lockers, desks and

equipment storage areas are property of the school and may be searched at any time if there is reasonable suspicion the student has violated the law or school rules.

Our requests

Please help us with these things:

1. Please write your **child's name** (first and last) on all gloves, caps, scarves, coats, lunch boxes and other personal possessions so they can be identified if lost.
2. Maintain regular attendance. Keep sick children home; send the well ones to school on time.
3. Advise your child of proper school clothing. Dress warmly in the cold months and modestly during warm weather.
4. Provide your child with the necessary pencils, paper, folders and supplies that will be needed.
5. Teach and urge your child to obey school bus and traffic safety rules.
6. Keep the teacher informed about changes you notice in your child. A cooperative effort between home and school usually solves minor problems, which may occur during the year.

Textbooks

All basic textbooks are provided to the students to use during the school year. Books should be kept clean and returned at the end of the year.

Toys

Students are **NOT permitted** to bring toys, or any type of trading cards to school. Any student who chooses to bring these items to school may be asked to give them to a staff member until a parent comes in to retrieve the items. Students are not permitted to carry a cell phone, MP3, DVD/CD player, laptop computer or electronic game without permission from the principal.

Vacations

We hope that family vacations can be arranged around our school calendar. However if you plan to take a family vacation during the school year, please notify both the teacher and the principal as soon as possible. Some teachers prefer to assign work in advance and others prefer to have the student make up the work when the student returns.

Visits

Visitors, especially parents, are always welcome at our school. According to school policy and to properly monitor the safety of the students and staff, **all persons entering the school building must first report to the office to sign in.** If you wish to confer with a member of the staff, you should call for an appointment prior to coming to the school, in order to prevent any inconvenience. You are permitted to eat at school with your child. If you are buying a school lunch please call ahead to order.

STUDENT CODE OF CONDUCT

In accordance with Ohio Revised Code 3313.661 and its provisions as adopted by the Springfield Board of Education, a violation of any of the following rules may result in disciplinary action, including verbal reminders, conferences, written assignments, in-school detention, removal from class, loss of privileges, suspension in school or out of school, and/or expulsion from school. Any unlawful act taking place on school grounds, or buses, or at school-related functions at other sites, make the student subject to penalties which the courts may prescribe and also may result in disciplinary action by the school.

1. Disruption of School

A student shall not by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct; cause the disruption or obstruction of any lawful mission, process, or function of the school. No person may move, deface, damage, or otherwise tamper with any safety device. Safety device is defined in the statute as fire extinguisher, fire hose, fire ax, any fire escape, emergency exit, or any other device, apparatus, or equipment intended for protecting or preserving the safety of persons or property.

2. Damage, Defacing, or Destruction of School and Private Property

A student shall not cause or attempt to cause damage to property either on the school grounds or during a school activity, function, or event off school grounds.

3. Assault on a School Employee

A student shall not cause or attempt to cause physical injury or behave in such a way as could cause physical injury to a school employee.

4. Physical Abuse of a Student

A student shall not cause or attempt to cause bodily injury to any person.

5. Weapons and Dangerous Instruments

A student shall not possess, handle, and transmit any object that can be considered a weapon. This applies to any firearm, any explosive (including firecrackers), any knife, stun gun, chains and other dangerous objects of no use to the pupil at school. (This list is not meant to be exhaustive.)

6. Smoking and Use of Tobacco

Students are not permitted to possess, smoke, or use tobacco on the bus, in the buildings, or on the grounds adjacent to the building. These regulations apply to all school activities.

7. Theft of School and Private Property

A student shall not steal or attempt to steal property either on the school grounds or during a school activity, function, or event off school grounds.

8. Additional School Violations

A student shall not fail to comply with directions of teachers, student teachers, substitute teachers, teacher aides, principals, or other authorized school personnel during any period of time when under the authority of school personnel. This shall include but not be restricted to:

- a) Disobedience and/or disrespect
- b) Use of profanity, vulgarity, or obscenities, in written, verbal, or gesture form.

9. Narcotics, Alcoholic Beverages, Depressant, Stimulant, and Counterfeit Drugs

A student shall not possess, use, transmit, or consume any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage (including nonalcoholic beer), intoxicant, or counterfeit ("look alike") drug of any kind. Counterfeit controlled substance is defined in the following ways:

- a) Any drug container or label that bears a trademark, trade name, or other identifying mark used by the owner of the rights to such trademark's authorization.
- b) Any unmarked or unlabeled substance that is represented to be a controlled substance that is manufactured, processed, packed, or distributed by a person other than the person with legal rights to manufacture, process, pack or distribute it.

10. Students shall not give false information to school personnel.

11. Students shall not light unauthorized fires

This includes lighting matches and/or cigarette lighters.

12. Extortion

Extortion is the use of a threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law.

13. Beepers, Radios, Electronic Games

A student may not bring cell phones, radios, DVD players, or other electronic games to school.

14. Verbal Abuse of a Student

A student shall not verbally abuse (call students names, spread rumors, etc.) another student. Sexual harassment and the use of racial or ethnic slurs are prohibited.

SPRINGFIELD ELEMENTARY SCHOOLS' DRESS CODE

Dress is an important factor of good discipline and mutual respect. A well-groomed, neatly dressed child usually presents a manner very pleasing and appropriate for school activities. The following are some dress guidelines:

1. Students are expected to be clean and to dress in keeping with good taste. Dyed/colored hair and excessive makeup are not acceptable.
2. Clothing should not restrict movement and should not present a safety hazard.
3. Clothing promoting alcoholic beverages, tobacco products, illegal chemicals, inappropriate and/or suggestive language, and violence will not be permitted.
4. Acceptable school wear for girls include shoes with socks, dresses, skirts, and blouses, t-shirts or sweaters, slacks, jeans, and capris. Acceptable school wear for boys include shoes with socks, trousers, jeans, t-shirts, dress shirts, sweaters. If sandals are worn, they must have a strap on the back and must be worn with socks.

5. The Board of Education has approved the wearing of shorts during the months of August, September, May, and June. During these months shorts of reasonable length (not more than 3 inches above the knee) and of good appearance (not excessively tight) may be worn.
6. See-through clothing, bare midriff, spandex, and sleeveless tops when worn alone are not permitted.
7. Coats, jackets and hats are not to be worn inside the building.
8. Pants, slacks, jeans, shorts, etc. must be worn at the waist (no drooping).
9. Chains of any kind (example: wallet with chain) are not to be worn.
10. The enforcement of these rules shall be the mutual responsibility of the administration and the teachers. Students who come to school improperly dressed will call home to get proper clothing. Students who repeatedly (more than twice) violate the established standards may be removed under section 8 of the student code of conduct, until such time that both the student and his/her parents have assured the administration that the established standards will be followed.

Bus Rules

School bus transportation is a privilege that may be withdrawn for inappropriate behavior. A student is to ride the bus to which he/she is assigned. Requests to ride a different bus or requests to go home with a friend must be made in writing and signed by the principal or building secretary. Students will not be permitted to get off at any bus stop other than their assigned stop without a note from the parent or guardian.

Students riding the bus must follow the requests of the driver. The driver will issue misconduct notifications to students for not complying with the rules listed below.

- 1 - Pupils shall arrive at the bus stop before the bus is scheduled to arrive.
- 2 - Behavior at the school bus stop must not threaten life, limb or property of any individual
- 3 - Load and unload safely and properly.
- 4 - Go directly to an available or assigned seat so that the bus may safely resume motion.
- 5 - Remain seated keeping aisles and exits clear.
- 6 - Observe classroom conduct and obey the driver promptly and respectfully.
- 7 - Pupils may not use profane language.
- 8 - Pupils may not eat or drink on the bus, gum chewing is not permitted.
- 9 - Pupils may not use tobacco on the bus.
- 10 - Pupils must not have alcohol or drugs in their possession on the bus.
- 11 - Do not throw or pass objects on, from or into the bus.
- 12 - Pupils may carry on the bus only objects that can be held on their laps.
- 13 - Pupils must board the bus at their assigned bus stop.
- 14 - Do not stick any part of the body out of the bus window.

Good behavior on the bus will help to insure the safety of all of our students

School Wide Rules

The primary purpose of a discipline plan is to insure that each student's physical, social, mental, and emotional growth takes place in an environment conducive to learning. The school-wide plan is designed to complement classroom management procedures.

Expectation: Each student is responsible for his/her behavior. Each student can behave according to the established classroom and building rules. Listed below are some rules, which we expect all students to follow:

1. Students will be kind and considerate to others at all times.
2. Students will respect their own and other's property.
3. Students will keep their hands, feet and objects to themselves.
4. Students will respect all equipment and materials in the building, on the playground, and on the busses.
5. Chewing gum is not permitted at school.
6. Students will walk in the building in an appropriate manner at all times.
7. Students will follow all rules established by school personnel.

Lunch Rules

1. Students will sit in their assigned areas.
2. All students will enter the cafeteria in a quiet and orderly manner.
3. Food may not be taken from the cafeteria.
4. Students are to remain in the gym until they are released and taken to their classroom or the playground.
5. Throwing or playing with food is not tolerated.
6. **Students should not run**, push or scuffle in the cafeteria.
7. The noise level should be at a minimum
8. When food or paper is dropped on the floor, it should be picked up.
9. All students should strive for good eating habits and use their best manners.
10. Carbonated beverages are not permitted.
11. Students will only have one lunch charge at a time.

Recess Rules

Students are expected to go outside for recess when the weather permits. We will go outside if the temperature is above 10 degrees and/or the wind chill is above zero and it is not raining or there is a snowstorm. Therefore parents need to remember to dress their child appropriately for the weather. When the grassy areas are covered with heavy amounts of snow students must wear boots or they must remain on the black top. Written parental requests to remain indoors will be honored under the following conditions:

1. A doctor's statement for periods longer than 2 days.
2. If a student is returning to school from an illness, a parent may request up to 1 day inside.

Playground Rules

These rules are designed to insure the safety of everyone during recess.

1. Sit when swinging or on the slide
2. No pushing someone on the swing or jumping off the swing or slide
3. No playing on the steps or standing near the bottom of the slide
4. No walking or running up the slide
5. No throwing of rocks, mulch, sticks, or snow / snowballs,
6. Never leave the fenced area while playing
7. No rough play, no pushing, kicking, no tackle sports or wrestling.
8. All balls and playground equipment is to be returned by the student that took the item outside.

Young Elementary School

Student and Parent Handbook

The *Student and Parent Handbook* has been designed to inform parents and students of the rules and procedures. In order for Young School to be effective and to be an enjoyable place to learn for all students please read and review this handbook. The goal is to provide the best possible learning environment for learning and teaching.

Please review the handbook including the student code of conduct with your child so we may work as partners in your child's education. After reviewing, please sign the statement of understanding and have your child return it to school.

Thank you for helping us make Young School a safe and enjoyable place to learn.

I have read the Young School *Student and Parent Handbook* and understand the rules, procedures and expectations of the school. We will do our best to uphold and follow these policies and procedures.

Student's Name _____

Grade _____

Teacher _____

Parent/Guardian Signature

Date