

# A Parent's Guide to Your Elementary School

2019-2020

## Tinora Elementary Handbook



“A Great Place to Learn”

Dear Parents and Students,

Welcome to Tinora Elementary School! This handbook contains much of the information you will need to know for the upcoming school year. We encourage you to take the time to read through this handbook and take note of those things that apply to you. Please feel free to contact the school if you have any questions about the handbook or other matters.

We are looking forward to working with you and your children this coming year and hope that you have the best school year ever

Sincerely,

*Nicole Wells*

Principal

*"In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, DC 20250-94.10 or call toll free (866) 632-9992 (voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal relay Service at (800)877-8339; Or (800)845-6136 (Spanish). USDA is an equal opportunity provider and employer."*

# GENERAL INFORMATION

## **Announcements**

Announcements will be made to the classroom as the need arises. Organizations or individuals who wish to have announcements made should contact the office by 8:00 a.m. For cancellations or late changes in time schedules, announcements should be received by the office no later than 2:45 p.m.

## **Cafeteria Costs and Procedures**

Student lunches are \$2.85. Students are encouraged to deposit money to their lunch accounts online or to the classroom teacher. Students making deposits to their lunch accounts should give their money to the classroom teacher at the beginning of the day. Students who pack a lunch may purchase milk for 55 cents. Purchase of milk is also taken from the student's lunch account. Reminders to make deposits to lunch accounts are sent on a regular basis. Charging is not allowed. If a student runs out of money in their account, they will be provided with a sandwich only and milk. Students are strongly discouraged from bringing lunches from McDonald's, Subway or other restaurants. Breakfast will be available for \$1.75.

## **Daily Schedule**

Students should arrive at Tinora Elementary School by 8:10 a.m., but not before 7:45 a.m. Students arriving before 8:00 a.m. cannot be the responsibility of the staff, as their time is consumed in preparation of daily work, conferences with parents, and other tasks essential to the function of school. Therefore, early arrivals are discouraged and students should refrain from this. School will be dismissed at 3:10 p.m. Students will be the responsibility of the school while on school property during school hours or while at school for special activities or other school related reasons.

## **Emergency Forms**

Each student must have an emergency form completed by parents online. This form contains information which is necessary in case of injury or illness at school. If there is a child care provider in charge of your child, be sure the school has the name and telephone number of that person.

## **Grade Reports**

Grade reports are issued one week after the completion of each 9 week grading period. Parents are encouraged to sign the report and return it to the school as soon as possible after it is received. The final 9 weeks grade report is sent home with students the last day of school. Grade reports will be held for nonpayment of fees quarterly. Interim reports will not be sent home. Parents should be checking grades online weekly.

## **Insurance**

School accident insurance is available to all students. Application form is available on district web page.

## **Release Agreement**

For publicity and/or recognition purposes, it is understood that Northeastern Local Schools may utilize, release, and/or publish students' names, photographs, and/or student work in district publication and/or media outlets including, but not limited to, school websites, newsletters, newspapers, or Facebook. Personal information such as addresses and phone numbers will not accompany photographs on the

school/class websites. If you wish to revoke this consent, please send in writing to the building principal.

### **Searches**

Lockers and desks are the property of the Board of Education. As such, these lockers and desks, and the contents thereof, are subject to random search at any time by the principal or his/her designee.

### **School Fees**

Textbooks are provided for student's use by the school. However, parents are required to pay a \$65.00 fee for workbooks and other materials. Fees for students in grades 2-6 are assessed in the fall and are to be paid by October . If there are any problems in paying this fee, please feel free to contact the school. Money for workbooks should be sent in the envelope provided. This fee envelope will be available at Open House or sent home the first week of school. Students with unpaid workbook fees will not be allowed to purchase Book Fair books, go on field trips, etc. Unpaid fees after each 9 weeks will result in the holding of the student's grade card. (At least \$16.25 must be paid by the end of each quarter.)

### **School Lunch Program**

At Open House or the first day of school each child will take home a letter explaining the free lunch program, along with an application form. The CORRECTLY COMPLETED and SIGNED application should be returned to the principal for approval, if you wish to apply for the free or reduced lunch program. Letters and forms for application will be available in the school office during the school year and will be sent home upon request. Any change in employment status, of income or family status must be reported to the school under penalty of the law. One application can be used for all family members. Students receiving free lunch do not have to pay workbook fees.

### **School Pictures**

Individual pictures will be taken in early September. Pictures must be paid for before they are taken. Information concerning pictures is sent out one week prior to the scheduled picture day. All picture retakes will be scheduled at a later date for any students who are absent on school picture day.

### **Toys/Trading Cards**

Toys from home, trading cards (such as Pokemon or baseball) should stay at home. These may be confiscated and kept in the school office if they are out during the school, on the bus or present a disruption. The school is not responsible for lost or stolen items.

# Policies and Procedures

## Attendance Guidelines

The Ohio Revised Code provides for public school boards of education to establish guidelines to encourage regular attendance of students. The Northeastern Board of Education recognizes that regular attendance plays a very important part in the success or failure of our students.

The educational program of the Northeastern Local School District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. In order for students to get the most out of their educational experience, they must be present on a daily basis. Even though actual work can be made up, it is often done without the degree of understanding necessary to be successful. Classroom participation is a vital part of a student's education.

## Definitions and Requirements of Ohio Law

### **REPORTING AND TRACKING ABSENCES**

1. Schools must track time missed due to tardiness or early dismissals. Time will accumulate to the nearest hour.
2. Attendance must be tracked and reported to nearest hour.

### **EXCESSIVE ABSENCE**

When a student is absent from school with or without legitimate excuse for thirty-eight (38) or more hours in one (1) school month, or sixty-five (65) or more hours in one (1) school year, the principal shall notify the child's parent or guardian of the child's absences. At the same time written notice is given, an appropriate intervention strategies may be implemented (see strategies below).

### **HABITUAL TRUANCY**

A student will be considered habitually truant if the student is absent without a legitimate excuse for thirty (30) or more consecutive hours, forty-two (42) or more hours in one (1) school month, or for seventy-two (72) or more hours in one (1) school year.

A district or school absence intervention team, a team of educators, district representatives and other supportive adults, will develop a specialized absence intervention plan for students who are habitually truant. Absence intervention plans incorporate academic and non-academic supports to help the student and remove barriers to regular attendance.

## **INTERVENTION STRATEGIES**

Strategies may include:

- Consult with school nurse
- Attendance contract
- Provide counseling to student
- Request or require the student's parent to attend a parental involvement program
- Request or require a parent to attend a truancy prevention mediation program
- Notify the Registrar of Motor Vehicles of the student's absences
- Take appropriate Legal Action
- Assign to detention (Lunch, After School, Saturday School)
- Other strategies as deemed appropriate

## **RECORDING ATTENDANCE**

Attendance shall be taken at the commencement of the school day. Attendance will be recorded as excused or unexcused. Junior High and High School students will require an admit slip from the office when s/he returns from an absence with consequences for failure to provide one.

## **Excusable Reasons for Absence**

*Parents must call the school office before **9:00AM** on the day of the student's absence. This number is active 24 hours a day/7 days a week. An answering machine is available for reporting absences if school is not in session. If an absence is due to an illness, parents must give the symptoms as required by state law. Each absence must also be explained in writing and signed by the student's parent/guardian. The excuse shall be submitted to the school secretary on the day student returns to school and filed as part of the student's school record.*

1. Personal Illness
  - A Doctor's note will be required if absences are exceeding the 38 excused hours in a month, 65 excused hours in a year or at principal's discretion.
  - Doctor's note must be turned in the first school day student returns.
  - Doctor's note must contain the following information: Student's name, time in and out of the office, an indication as to whether the student can return to school following the appointment or how many days the student will be out of school, and must be signed by the doctor. The note must be written on the doctor's office stationery.
2. Illness in the Family. Documentation necessitating the presence of the student may be required at the discretion of the principal.
3. Death in the Family. 3 days unless a reasonable cause at the discretion of the principal.
4. Observation or Celebration of a Bona Fide Religious Holiday with appropriate documentation
5. Absence During the School Day for Professional Appointments (Medical, Dental, Legal)
  - Report back to school immediately after his/her appointment if school is still in session
  - Signed statement from doctor, dentist, lawyer, counselor
6. Emergency or Other Set of Circumstances at the discretion of the Principal
7. Medically Necessary Leave

8. Court Appearance
9. Service as Precinct Officer at a Primary, Special, or General Election
10. Vacation:
  - This policy goes into effect starting 2018-2019 school year: The school realizes that there are times when it is necessary for parents to take children out of school for family vacations. Board policy allows a maximum of five days (hours vary by building) for such vacation with the approval of the building principal prior to the vacation period. Any vacations not having prior approval will be considered unexcused. Students must be going on vacation with parents. Anytime over 5 days will be considered unexcused.
11. Hunting. 1 prearranged day

**Absences that do not accumulate against this guideline include:**

1. Field trips (This includes CCP field trips)
2. College visits, not to exceed 2 days
3. Missing due to CCP classes on 2 hour delay days.

**Student Removal by a Government Agency**

- No staff member shall permit or cause any student to leave the school prior to the regular hour of dismissal except with the knowledge and approval of the Principal or Superintendent, if principal is not available.
- Reasonable attempt will be made to notify parents when principal or superintendent is aware that student will be removed by the government agency.

**Make-Up Work**

- Students will be given the opportunity to make-up work missed due to absences. The length of time for completion of make-up work is equal to the number of days the student is absent.
- Work given ahead of a known absence will be due upon return to school.
- Student will be responsible for making-up assignments and turning such assignments into the correct teacher in the time frame above.
- Tests and in-class assignments may be completed during non-instructional time.
- Teachers may assign an alternate test or assignment if deemed appropriate.

**After School Procedure**

If your child is to wait after school to be picked up, it will be necessary for you to send a note to the school indicating this. Children waiting to be picked up will wait in the school lobby. If a note is not received, the child will be put on the bus at the close of the school day. If you are going to be away from home, please provide a number where you can be reached should it be necessary to contact you. Parents are discouraged from changing after school plans for their children once their children are in school. In extreme emergencies messages from parents will be delivered to students, but such messages are time consuming and interrupting to class work. Please avoid such requests.

## **Birthday Treats**

Birthday treats should not be of the type where pizzas or other foods are ordered to be brought to the school. Please keep the treat simple. Birthday treats can be brought in for homeroom class only.

## **Cold Weather**

Be sure students come to school wearing coats, hats, mittens, and warm clothes on cold days. If it is a snowy day, please have students wear boots. Boots should go well above the ankle and should be water resistant to provide proper protection. Your help in checking on this will be greatly appreciated.

## **Dispensing of Medications**

Guidelines for dispensing drugs and medicines have been set by the State Department of Education and our Board of Education has adopted a policy for the NEL Schools. A designated staff member will administer any medications that are necessary to be given a child. However, when this is to be done, a permission form (obtained from the office or online) must be completed by the physician prescribing the medication and by the parent requesting it to be administered. The signed permission form must be sent in with the medication. **MEDICATION CANNOT BE ADMINISTERED UNTIL THE PROPER PERMISSION FORMS FILLED OUT AND RETURNED TO SCHOOL.** If at all possible, arrange to have the medication taken at home before and after school. Medication should not be sent with the student. It must be brought and sent home with the parent in the container provided by the pharmacy.

## **Dress Code**

Students are required to dress appropriately when coming to school. Shoes worn should provide for safety and comfort (No Flip-Flops or Wheeler shoes). Sandals may be worn, if they are secure to the feet. Bicycle shorts, extremely tight shorts (long tights), or short shorts should NOT be worn. Any other shorts are permitted. Narrow strap tank tops may not be worn. Sleeveless shirts that cover shoulders with sleeve holes that come to armpit are acceptable. Girls may wear sleeveless tops or dresses. Hair must be of a natural hair color. If, in the opinion of the teacher and/or the principal, a child is not properly dressed, parents will be called. (See Student Conduct Code.)

## **Early Dismissal**

At times it is necessary for students to be taken out of school early for doctor appointments, etc. If this is necessary, *please be sure to come to the school office and sign your child out. Students and parents should report and sign in at the office whenever arriving late or returning to school. DO NOT GO TO THE CLASSROOM TO PICK UP OR DROP OFF YOUR CHILD.*

## **Electronic Devices**

Students are not permitted to use electronic devices such as ipods, pads, cell phones, etc. in school unless it is for a class activity. (Some Bus Drivers permit students to have devices and handheld games. These must be put away and secured while in school.) Students are not to have their cell phones out in the hallways/parking lot when arriving off and on the buses.

- 1st Violation: item will be held in office until the end of the day.
- 2nd Violation: Parent will have to pick the device up. It will not be returned to the child.
- School is not responsible for lost/theft of item.

## **Fire Drills - Tornado Drills - Safety Drills**

Fire drills are held monthly. Tornado drills are held in the spring. Safety drills are held three times a year. Procedures for both drills are posted in each room and teachers will discuss the procedures with the students. These drills include lockdown and/or rapid evacuation drills. Law enforcement is notified of these drills.

## **Gum Chewing**

Students are not allowed to chew gum in school at any time unless given permission by a teacher as a reward, etc.

## **Homework**

If a student is absent for a school day, parents are allowed to pick up homework missed for that day at 2:30 in the office.

## **Illness**

Students who become ill at school will be sent home. Parents will be called to come to the school and pick the child up. It is important that you fill in the emergency medical form online.

## **Immunization**

In order to safeguard the school community from spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the Board requires all students to be immunized against poliomyelitis, rubeola, diphtheria, rubella, mumps, pertussis, tetanus, hepatitis B, and varicella in accordance with state statutes, unless the school receives an exemption for medical or other reasons. Children who do not have evidence of proper immunization will be excluded from school after fourteen (14) days, in accordance with Ohio Revised Code Sections 3313.67 and 3314.671.

## **Party invitations**

Please do not send invitations with your children to school to be passed out unless all students in the class, or all girls for a girl's party and all boys for a boy's party are invited. The school will not give out a student's address for an invitation.

## **Pick Up/Drop Off**

Students are allowed to be picked up or dropped off along the curb. Vehicles parked along the curb cannot be left unoccupied. Parents can park in the parking lot spaces, and students can use the crosswalk. Parents are allowed to park, and pick up or drop off their student in the lobby. Students cannot cross between cars without adult supervision.

## **Playground**

The playground is a place for students to play and take a break from school work. It is also designed to develop each student's social habits, especially the ability to get along with other children (See attached Discipline Guidelines.)

## **Recess**

Children need fresh air, sunshine, and exercise as they grow. We expect children to go outside for recess except when held indoors. Recesses are held indoors in rainy or snowy weather, when the temperature is extremely cold or when a strong wind chill factor is present. Notes requesting children to stay inside must

be written and signed by the parent and should be sent only following an illness. Usually, if children are unable to follow normal school routine, they are not well enough to be in school. A PHYSICIAN'S STATEMENT IS DEFINITELY REQUIRED FOR A CHILD TO SAY INSIDE FOR 3 DAYS OR MORE.

### **School Bus**

The school provides transportation to and from school for most students. The bus driver will be responsible for them to and from the bus when getting on or off. Any major bus discipline problems will be handled by the school principal. A bus handbook will be available online. A written note with the parent's signature is required if your child will be picked up after school, riding a different bus, or getting off at a different stop." Questions concerning transportation should be directed to the Transportation Supervisor. Note: See attached Discipline Guidelines

### **SCHOOL CLOSINGS DELAYS, EARLY DISMISSALS**

Weather delays, early dismissals, bus delays, and school closings for Northeastern students concerning snow, ice, fog, or other emergencies will be announced over WONW - 1280 AM, WDFM - 98.1 FM, WZOM - 105.7 FM, and through the Honeywell Alert System.

### **Tardiness**

Students who arrive at school after 8:10 a.m. will be counted tardy. The Defiance County Truant Office will be contacted in cases of continual and/or excessively lengthy tardiness. STUDENTS MUST REPORT TO THE OFFICE AND SIGN IN BEFORE GOING TO CLASS.

### **Telephone**

The telephone may be used by students only if it is necessary. Permission should be obtained first from the teacher and then from the secretary or principal.

### **Toy/Squirt Guns - Weapons - Tobacco - Explosives**

These items are not permitted in the school at any time. If a child is found to have one in his/her possession, it will be confiscated and parents contacted. Law enforcement may also be called and students suspended or expelled.

### **Visitation**

State law requires that any person other than students and staff coming into the building MUST come to the Principal's Office first. This is for the safety of the children and protects the time the teacher has with students for instruction. Meetings can be arranged.

# PUPIL SERVICES

## **Assemblies**

Periodically, student assemblies are held and parents are always welcome to attend. Watch the Newsletter as to dates and times.

## **Art**

Students participate in art classes once a week. Students will normally have 45 minutes of art instruction with the art teacher.

## **Health Nurse**

The district Health Nurse is employed by the ESC. Any child with health concerns will be referred to the nurse. The nurse will be checking the vision and hearing of students in grades three and five in the fall mandated by the state. Grades two, four and six are checked by teacher/parent request. Questions about the screenings should be directed to the nurse. Parents who wish to have their children excluded from screening may do so by notifying the school.

## **Intervention Assistance Teams**

Northeastern Local Schools have implemented the use of Intervention Assistance Teams or IAT'S. IAT'S are used by teachers to obtain help from others with problems they may be having with a student. Parents may be requested to be a part of the team. At an IAT meeting, team members brainstorm ideas, then pick some of these ideas for the referring teacher to try in his/her classroom. Recommendation for testing may result from an IAT meeting.

## **Library**

A library is provided for student use. Each class is scheduled to visit the library at least once during the week. Students with overdue books will be fined.

## **Physical Education**

The school provides a teacher to instruct physical education. Students are scheduled for gym classes twice a week. All students are required to participate in this program. Please do not send notes asking that your child be excused from physical education classes on a continual basis. If a child is not well enough to participate, he is probably not well enough to be in school. In cases where children are returning to school following an illness, they will be excused from the activities if they have a note from the parent. They will, however, be required to go to the class and observe the day's activities. Students are required to have "clean" gym shoes kept at school for physical education classes.

## **Psychologist**

Students who are having problems either emotionally or academically may be referred to the school psychologist. The psychologist may administer a battery of tests, and upon completion of the tests will submit a report of results and recommendations.

## **Speech and Language Therapist**

The Speech and Language Therapist will work with students who are having speech and language problems. A speech and hearing screening is given for grades one and three early in the year.

## **State Testing**

The State of Ohio requires that all students in grade 1-3 be given a diagnostic reading assessment by September 30th. Based on results of those assessments, students will be reported to be "ontrack" or "not-on-track". Students who are "not on-track" will be placed on a Reading Improvement Plan (RIMP). These students will receive additional instruction in reading, targeting areas of deficit in reading through the IAT process. Students will be monitored on a weekly basis for progress.

## **Testing**

Tinora Elementary school provides a testing program. As of this time, the following tests are administered to students:

Grade 3: Reading State Assessment requiring benchmarks for promotion to 4th grade

Grades 3-6: State Assessments

Grades 2 & 5/6: Cognitive Abilities Tests (CogAT) and Iowa

Grades 2 & 3: Diagnostic Tests

## **Vocal Music**

Students attend vocal music classes twice a week. Students in grades that are scheduled to perform in an annual program are expected to participate.

# SPORTING EVENT POLICIES

## **Rules for Students Attending High School Football and Basketball Games**

Students attending basketball games WILL remain in their seats at all times during the contest. Food, drink, and rest room visits will be allowed during halftimes of junior varsity and varsity games ONLY (and pregame of varsity basketball games). Students attending football games may not leave the bleachers during the game.

### **Pop may not be brought into the gym at any time.**

During basketball games, the cafeteria is used as a concession area and is not intended to be a play area. Students are not permitted to be running or throwing objects in the cafeteria or hallways.

Students who choose to leave the building or football field during the game will NOT be allowed to reenter.

Students may be removed from any athletic event for improper behavior. A second violation will result in permanent exclusion from all remaining games.

## **PLEASE TAKE SPECIAL NOTE OF THE FOLLOWING INFORMATION FOR STUDENTS BELOW THE SEVENTH GRADE.**

No elementary students below seventh grade are allowed to attend home football or basketball games unless accompanied by an ADULT. PARENTS, DO NOT DROP OFF ELEMENTARY STUDENTS AT THE FIELD FOR FOOTBALL GAMES OR THE GYM DOOR FOR BASKETBALL GAMES. THEY WILL NOT BE ADMITTED.

**SPECIAL SCHOOL EVENTS (CHECK NEWSLETTERS FOR OTHER EVENTS, CHANGES, UPDATES)**

August 30th: Picture Day

November 7th: Parent/Teacher Conferences

November 12th: Parent/teacher Conferences

December 5th: Christmas Program, Grades 5 & 6

February 27th: Spring Program, Grades 2 & 3

March 5th: Spring Parent/Teacher Conferences, as needed

May 7th: Spring Program, Grade 4

**DATES ARE SUBJECT TO CHANGE**

**Tinora Elementary Fees**

ALL GRADES, \$65.00 An Art fee is included in the fees.

**Northeastern Telephones**

Tinora Elementary School 419-497-1022 Fax: 419-497-1024

Noble Elementary School 419-782-7941

Tinora Junior High School 419-497-2361

Tinora High School 419-497-2621

Superintendent's Office 419-497-3461

Treasurer's Office 419-497-9923

# STUDENT CODE OF CONDUCT

PART ONE - All students are covered by the U.S. Constitution and Amendments. PART TWO - A violation of any rule may result in disciplinary action, including suspension and/or expulsion. Students are advised to read the rules. The code applies to all school activities: both curricular and extracurricular (athletics, clubs and organizations).

## **RULE ONE - DISRUPTION OF SCHOOL**

A student shall not by use of violence, force, coercion, threat (actual or implied) cause material disruption or obstruction to the classroom, school, or educational process. This shall cover all school and related activities. A student shall not, for purposes of attracting attention, threaten the authority of any school personnel or refuse to follow a reasonable directive. No student shall bring any item to school for the purpose of disrupting the educational process. This rule shall extend to a student's behavior on the bus and while under the jurisdiction of the school. Any loud or insubordinate behavior shall be construed as disruptive.

## **RULE TWO - DAMAGE OF SCHOOL PROPERTY**

A student shall not cause or attempt damage to the school building, property, or any equipment owned by the school or board of education. This rule shall be in effect during school and after school hours. Any writing of graffiti, any damage to the school bus, tampering with plumbing shall also be construed as to mean damage of school property. The purposeful damage of school textbooks and any classroom equipment shall also be considered damage to school property.

## **RULE THREE - DAMAGE OF PRIVATE PROPERTY**

A student shall not misuse or utilize private property in such a manner as to cause damage to the private property or effects of any individual either during a school activity function, or event off school grounds or on school grounds. Private property shall include a student's clothing, school purchased equipment, personal property such as tennis racket, calculator or anything privately owned by a person. A car shall be considered private property and will be covered by the rule.

## **RULE FOUR — ASSAULT**

A student shall not strike another person, physically handle, shove or grab any student or behave in such a way as could cause physical injury to any person. Any student striking or behaving in such a manner as to cause injury to a teacher or school personnel shall be considered assault. Any teacher or school personnel using reasonable and necessary force shall not be struck, showed or grabbed by a student. The statements of both parties in an assault will be taken for the record.

## **RULE FIVE - DANGEROUS WEAPONS AND INSTRUMENTS**

A student shall not possess, handle, transmit or conceal any object capable of causing harm to another person or causing intimidation. This list shall include firearms, fireworks, knives, lead pipes, clubs. Possession of such objects on school property and at school related activities is covered by this rule.

## **RULE SIX - TOBACCO, NARCOTICS, ALCOHOLIC BEVERAGES, AND DRUGS**

A student shall not use, transmit, offer for sale, conceal or be under the influence of any drug, narcotic or alcoholic beverage. A student using a drug prescribed by a physician shall follow the medication and/or medical procedures as adopted by the Board of Education. Simple use of tobacco products is not permitted on school property, at a school related event or while the student is under the supervision and jurisdiction of the school. Use of tobacco, drugs, alcohol or narcotics shall be cause for suspension and/or expulsion from school.

## **RULE SEVEN - DRESS CODE**

A student will observe and comply with the dress code as prescribed and adopted by the board of education. The following items shall NOT be worn to school:

- Outdoor clothing such as jackets, coats, hats, etc. will not be worn in class.
- Tank tops, muscle shirts, mesh shirts, or cut off shorts
- Spaghetti string tops.
- Clothing that shows midsection while sitting or standing.
- Articles that advertise alcohol or tobacco products.
- Articles with vulgar, disrespectful, or inappropriate slogans or pictures.
- Articles of clothing that present a sloppy appearance. No pants that are torn or frayed. Pants are to be fastened around the waist and a belt worn.
- Body piercing is limited only to pierced ears.
- Hair color is limited to natural colors.
- We suggest that students not wear sandals or flip flops due to the danger caused by them on the stairways and playground equipment.
- Dresses or skirts that are extremely short. Students are permitted to wear shorts. Any student wearing shorts considered inappropriate will be asked to change and may be restricted from wearing shorts the remainder of the school year. Type of shorts not permitted are:
  1. Extremely short (i.e. gym shorts, etc.- A suggested length would be no shorter than two inches above the knee).
  2. Extremely tight (i.e. cycling shorts, etc.)
  3. Cutoffs or boxer shorts
- Students shall not wear hats in the building unless for medical or religious purposes or special events.

*NOTE: The administration reserves the right to require any student to change clothing, etc., which in the administrator's opinion is a disruptive influence on the educational atmosphere of the school.*

## **RULE EIGHT - REPEATED VIOLATIONS**

A student shall not repeatedly fail to comply with directions and directives of teachers, student teachers, substitute teachers, aides, bus drivers, principal, or other authorized school personnel during any period of time when a student is under the authority of school personnel.

## **RULE NINE - THEFT OF PROPERTY**

The theft of public or private property while under the jurisdiction of school is prohibited. Theft of property shall be grounds for suspension and referral to police.

## **RULE TEN-PROHIBITION AGAINST HARASSMENT, INTIMIDATION, AND BULLYING**

Harassment, intimidation, or bullying behavior by any student in the Northeastern Local School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension, and/or expulsion from school. "Harassment, intimidation, or bullying", in accordance with R.C. 3313.666 means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students, including violence within a dating relationship, with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under circumstances should know will have the effect of.

- A. Causing mental or physical harm to the other students including placing an individual in reasonable fear of physical harm and/or damaging of a students' personal property; and,
- B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment for the other students.

# STUDENT RECORDS

Upon request, all records and files included in the student's cumulative file will be available to parents, guardians or the student (if he/she is over 18 years of age). This request must be in writing and will be granted within seven calendar days. No records are to be removed from the school. A principal, teacher, or other qualified school personnel must be present to explain any of the tests or other materials. All rights and protections given to the parents under law and this policy transfer to the student when he/she reaches 18 or enrolls in a post-secondary school. The student then becomes an "eligible student."

The District will provide notice to parent(s)/guardian(s) and eligible students annually, in accordance with the procedures set forth under administrative regulations, of the rights held by parents and eligible students under law and this policy. It is the intent of the District to limit the disclosure of information contained in the student's education record except:

- by prior consent.
- as directory information
- under other limited circumstances, as permitted by law.

The following rights exist:

1. The right to inspect and review the student's records,
2. The right, in accordance with administrative regulations, to seek to correct parts of the student's education records, including the right to a hearing if the school authority decides not to alter the records according to the parent or eligible student's request.
3. The right of any person to file a complaint with the U.S. Dept. of Education if the District violates relevant Federal law, specifically the Federal Education Rights and Privacy Act (FERPA) and
4. The right to acquire information concerning the procedure which the parent/guardian or eligible student should follow to obtain copies of this policy, the locations from which these copies may be obtained, as well as any fees to be charged for such copies.

The district proposes to designate the following personally identifiable information contained in a student's education record as "directory information" and it will disclose that information without prior written consent, except when the request is for a profit-making plan or activity.

1. Student's name
2. Names of the student's parent(s)/guardian(s)
3. Student's address
4. Student's date of birth
5. Student's class designation
6. Student's extracurricular participation
7. Student's achievement awards or honors Student's weight and height, if a member of an athletic team
8. Student's photograph
9. The school or district which the student attended before enrollment in this District

# DIRECTORY

Mrs. Nicole Wells.....	Principal
Mrs. Charlene Liska.....	Secretary
Mrs. Kimberly Haver.....	Grade 2A
Mrs. Ashley Martin.....	Grade 2B
Mrs. Kacee Weber.....	Grade 2C
Mrs. Wendy Otte .....	Grade 2D
Mrs. Ashley Miller.....	Grade 3A
Mrs. Krista Behnfeldt.....	Grade 3B
Mrs. Stephanie Canales.....	Grade 3C
Miss Michelle Foltz.....	Grade 3D
Mrs. Christine Wonderly.....	Grade 4A
Mrs. Shari Rubinstein.....	Grade 4B
Mrs. Laney Swary.....	Grade 4C
Ms. Jennifer Saner.....	Grade 4D
Mr. Brandon Oney.....	Grade 5A
Mrs. Elizabeth Anders .....	Grade 5B
Mrs. Brianna Krukowski.....	Grade 5C
Mr. Jeff Schliesser.....	Grade 5D
Mrs. Jill Sautter.....	Grade 6A
Mrs. Chris Risner.....	Grade 6B
Ms. Paige Kitchenmaster.....	Grade 6C
Mrs. Jami Cameron.....	Grade 6D
Mrs. Joyce Wachtman.....	Intervention Instruction
Mrs. Shelley Rittenhouse.....	Intervention Instruction
Miss Haley Baden.....	Intervention Instruction
Mrs. Haley Moser.....	Intervention Instruction
Miss Katie Brown.....	Title
Mrs. Patty Wiemken.....	Music
Mr. David Middleton.....	Instrumental Music Gr. 5 & 6
Mrs. Tracy Ruffer.....	Physical Education
Miss Melissa Wagner.....	Art

Mrs. Heidi Bell..... Speech Therapist  
Mrs. Kim Phipps..... Guidance  
Mrs. Jackie Hoschak..... Food Service Supervisor  
Mrs. Ann Focker..... Cook  
Mrs. Karla Brown..... Cook  
Mrs. Denise Moore..... Cook  
Mr. Mike Minsel..... Custodian  
Mr. Dave Rowland..... Custodian  
Mrs. Jane Heusi..... Library Aide  
Mrs. Amber Becker..... Instructional Aide  
Mrs. Lucy Moser..... Instructional Aide  
Mr. Jason Stein..... Instructional Aide  
Mrs. Jennifer Stark..... Instructional Aide  
Ms. Amanda Westhoven..... Computer Lab Aide  
Mrs. Cindy Leenen..... Computer Lab Aide