

Welcome to Edgerton Elementary School

The staff and administration are pleased to have you as a member of our learning community. We will do our best to help make your experience here as enjoyable and successful as you wish to make it. To help provide a safe and productive learning environment for students, staff, parents, and visitors, this handbook explains students' rights and responsibilities.

Thank you for taking the time to become familiar with this important information.

If you have any questions, please contact the principal at 419-298-2332.

STUDENT EXPECTATIONS

All of us at Edgerton Schools should foster safety and the proper atmosphere for the pursuit of learning. This can best be achieved through respect and a sense of caring for others. Every student should be afforded the opportunity to develop his or her abilities to the fullest. The following reminders should serve as a guide:

1. **Be Considerate** – Students are involved in educational programs and learning activities throughout the building. Help them by keeping your voice down and not shouting or yelling. Walking in the hallways will eliminate accidents.
2. **Be Safe** – Consider your safety and the safety of others when moving around the building. Keeping your hands and legs to yourself is good advice.
3. **Be Proud** – Be proud of yourself, your work, and your school. Keep yourself, your locker or cubby, and your desk neat and clean. Take time to complete all assignments promptly and always do your best.
4. **Be Respectful** – Your fellow students and your teachers deserve your respect, just as you deserve respect from them. Do not take, hide, destroy, or play with their property.
5. **Be Caring** – Edgerton School is a caring school. You can help by opening doors, offering to help, and being polite to one another. A caring attitude toward others is most important.
6. **Be Cooperative** – Obey the rules and follow the directions of teachers and staff members in the building. We are all here to work and learn together. Be orderly when walking to and from specials, the

playground, and the lunchroom.

7. **Be Prompt** – Being on time at school is very important. Be on time and be prepared for all of your classes, activities, and programs during the school day.

8. **Be Courteous** – Your attention at special programs as well as during classroom presentations is expected. Remember the Golden Rule: Do unto others as you would have them do unto you.

9. **Be Responsible** – You are the only one who is responsible for your behavior.

SCHOOL CALENDAR

August 14	Students' first day
September 2	Labor Day, no school
September 9	Fair Day, no school
October 18	End of 1st quarter
October 21	No School P/T Conf
Nov. 27-Dec 2	Thanksgiving break, no school
Dec 4	2 hr delay/Teacher PD
December 20	End of 2nd quarter
Dec. 23-Jan.3	Christmas break, no school
January 20	MLK Day, no school
February 14	Waiver Day, no school
February 17	Presidents Day, no school
March 5	2 hr delay/Teacher PD
March 14	End of 3rd quarter
March 24-March 28	Spring break, no school
April 18	Good Friday, no school
May 23	Last day of school; 1 pm release
May 25	High School Graduation

DAILY SCHEDULE

Breakfast Served 7:45-7:55

Students Enter 7:45

Warning Bell 7:57

Tardy Bell 8:00

Lunch Begins 11:00

Bus Dismissal 2:50

Walker Dismissal 3:02

** Only pick up or drop off through loop only

** Do not go through teachers parking lot

SCHOOL ARRIVAL

For the safety and well-being of the children, students are not to arrive before 7:45.

Students must use the crosswalks and sidewalks as they travel to and from school each day.

Parents who need to enter the building in the morning should use the front entrance and check in at the office. All bus students will enter/exit using the back doors. Bicycles are to be parked in the racks near the elementary playground.

ENTRANCE REQUIREMENTS

1. Certified birth certificate

2. Immunization record
3. Custody papers (if applicable)

Student morning drop off - Please do not block the flow of traffic in the drop-off loop in the east parking area. Use extra care and caution and encourage your child to be aware of moving vehicles. The same rules apply to the end-of-the-day student pick-up. If changes are made to our transportation procedures during the school year, all families will be expected to adhere to them.

ABSENCE/ATTENDANCE

All children are expected to be in attendance and on time daily. Excused absences permit a student to make up any school work missed. A student's absence may be excused for any of the following:

1. Personal illness
2. Illness in family
3. Quarantine of home
4. Death of a relative
5. Observance of religious holidays
6. Emergency (principal's discretion)
7. Trips that occur with prior knowledge and approval between parents and administration
8. One fair day, with student participation

A student becoming ill at school, should inform the teacher. When necessary, parents will be contacted. An emergency telephone number must be on file for each student.

Do not send your child to school if they have a fever, have been vomiting, or has had diarrhea in the last 24 hours.

- If your child is absent due to illness, work missed will be provided upon the student's return to school. The number of days missed during that illness will be the number of days the student has to make up their work plus one day upon returning to school.

All students are expected to participate in school activities while at school, including recess. A doctor's note will be needed for the removal from recess and/or P.E. class.

STUDENT ABSENCES AND EXCUSES

An absence will be excused only if the school is notified by the parent. Please call the school (419-298-2332) before 9:00 AM on the day the student is absent. If a parent does not have access to a phone, a written excuse with the

reason for the absence, dates of absence, and signature of the parent must be submitted to the office when the child returns to school. Otherwise, absence may be considered unexcused. Approval of all absences from school will be at the discretion of the building principal/administrator.

LATE TO SCHOOL AND TARDINESS: Any student entering the school after 8:00 a.m. must sign in at the office and be accompanied by an adult. The teacher will mark the student in the grade book as excused or unexcused per documentation from the office. If the student enters the building after the first period, that absence will be considered excused or unexcused. The principal or the attendance clerk will handle the discipline for excessive excused tardiness and unexcused tardiness to school. The Elementary School will issue 4 warnings every 9 weeks.

When a 5th & 6th tardy is issued, the result will be a noon recess detention. any tardy that exceeds 6 or more tardies per 9 weeks will result in discipline by the principal (after-school detention or loss of other activities). Every 9 weeks will restart the tardy procedure.

TRUANCY AND HABITUAL ABSENCE

Truancy from school is a violation of the student conduct code and is also a violation of the Ohio revised code. The definition of truancy and excessive absences is defined by Ohio House Bill 410 and will be referred to when applicable. A student shall be considered truant each day he/she is absent without excuse from his or her assigned location. When a student is habitually truant, the following will occur:

1. Within 7 days of triggering absence, the district will do the following:
 - a. Select members of the absence intervention team;
 - b. Make 3 meaningful attempts to secure the participation of the student's parent or guardian on the absence intervention team
2. Within 10 days of the triggering absence, the student will be assigned to the selected absence intervention team.
3. Within 14 school days after the assignment of the team, the district will develop the student absence intervention plan.
4. If the student does not make progress on the plan within 61 days or continues to be excessively absent, the district will file a

complaint in the juvenile court.

- A. No credit will be recorded for work missed as a result of truancy.
- B. A record of the truancy will be entered in the student's file.
- C. A parent conference may be held.

Undocumented Absences: Undocumented Absences will be considered unexcused.

Students marked as unexcused may receive a "0" or "F" on all school work for those days that are unexcused. Students will have up to five (5) school days upon return to school to provide documentation of absence or the absence(s) become unexcused.

PERFECT ATTENDANCE: defined as no absences or days of tardiness, regardless of status, excused or unexcused.

1. Monthly rewards for individual students with perfect attendance may include
 - a. Prize for students who maintain perfect attendance.
2. Class recognition for the highest percentage of attendance
 - a. Traveling trophy to the homeroom classes of each grade with the best monthly attendance

FAMILY VACATION

In the event of a family vacation during the school calendar year, all days absent will be unexcused unless the guardian of the student provides the elementary principal a written notice at least **one week** in advance of the trip.

We recommend that families abstain from taking family vacations during state-testing windows, specifically from mid-April through mid-May. If you do take a family vacation during these times, please notify the Elementary Office at least two weeks in advance.

For a pre-approved absence, if you request assignments from your teachers prior to your departure, those assignments need to be completed and turned in within three school days of returning to school. .

- If you choose to not request the assignments in advance, your child will have the number of days missed during that absence plus one day to complete the assignments.

ENTERING AND LEAVING SCHOOL

All doors to the elementary building are

locked. All guests and visitors must report to the main entrance where you will check in at the office.

If a student finds it necessary to leave school due to sickness or another emergency, he/she must report to the office. No student may come to school and leave without obtaining permission.

If it should be necessary to be excused from school during the day, the student must bring a signed statement from a parent/guardian stating the time and reason for early dismissal. Parents or students are required to sign out in the office.

When a student wishes to withdraw from school during the school year, the student is responsible for checking in all assigned books and materials to the teacher.

SURVEILLANCE CAMERAS

For students' safety and welfare, video surveillance cameras are placed throughout the building and school grounds and on buses. Actions recorded on these cameras may be used as evidence in disciplinary action. Any attempt to damage or interfere with the function of these devices will result in disciplinary action by the school and possible referral to local law enforcement agencies.

SCHOOL DELAYS AND CANCELLATIONS

When a school or any school-sponsored event is in jeopardy of cancellation due to inclement weather or other extenuating circumstances, students, parents, and staff are advised to listen to the local radio and TV stations: WBNO (Bryan 100.9 FM), WQCT (Bryan 1520 AM), WONW 1280, WNOH 103.1, WZOM 105.7, WLKI 103.1, Wheelz 104.5, WDFM 98.1, WTVG (Toledo TV 13) and Channel 21 for announcements and any additional information.

Also, through an alert system, you will receive a message either by phone, email, or text message. Please ensure that you have registered for this service. If you are not signed up for this program, please call 419-298-2332 ext. 1551, at the school office.

STUDENT NUTRITION

- Food can only be eaten in the cafeteria.
- Students can charge for lunches up to the \$10 limit.
- Trays, utensils, straws, and other cafeteria items are not to be taken from the cafeteria.

- Each student is responsible for proper disposal of all items used at lunchtime, including trays, cups, napkins, etc. In the event that one of our students has a food allergy, certain procedures will be put in place that all students will follow within the cafeteria.

Students can pack their lunches. Failure to follow cafeteria rules can result in detention or other disciplinary measures.

In order to ensure that all students have the opportunity to eat a well-balanced school lunch, free and reduced lunches are provided to families that qualify. Parents who wish to enroll in this government-supported program should file the required application at the beginning of the school year. All of the particular details of this program are available from the superintendent's office.

TRANSPORTATION OF STUDENTS

In accordance with the Ohio Revised Code(ORC), Edgerton Local Schools provide transportation to those students who reside more than one (1) mile from their respective schools. Recognizing that conditions exist that hinder or preclude conventional methods for students getting to their schools, the Edgerton Local Board of Education will and does provide transportation of all grade levels where conditions warrant.

If you transport your child to/from school, please use the east parking area and pick up/drop off loop near the former middle school. If you need to exit your vehicle, use a parking space away from the loop. Vehicles in the loop should not block other vehicles from moving along nor should vehicles pass other vehicles in the loop. Do not use the teachers' parking area as a drive-through or pick-up area.

Bus Transportation - Bus riding is regarded as a **privilege**; for this reason and for purposes of safety, all students are expected to obey the rules that are posted in the front of each bus. The failure of a student to follow these regulations may result in his/her forfeiting the privilege of transportation by the school bus.

The following regulations pertain to school bus conduct and are intended to ensure the safety and welfare of the students, the bus driver, and other drivers on the road, and to ensure the safety and

proper maintenance of school buses. Any student riding to or from school must have a transportation form on file in the superintendent/transportation office. Families will be allowed one change in transportation arrangement during the school year.

The students will be required to do the following:

- Be on time to the bus stop and be careful in approaching the stop.
- Not consume food or drink, or chew gum while riding the bus.
- Sit in specific seats if assigned by the driver.
- Observe the same conduct rules as in the classroom.
- Obey the driver promptly and respectfully.
- Keep the bus clean and sanitary.
- Treat bus equipment with respect.
- Keep all body parts inside the bus at all times.
- Remain seated until the bus stops.
- Arrive at pick-up points no more than ten minutes prior to the scheduled time of the arrival of the school bus.
- Provide a note, signed by the parent, in order to be dropped off at any location other than the designated stop, or if they are not riding the bus.

BUS RIDING PASSES

Riding a different bus should be done on a permission basis only. For a student to ride a different bus, the parent of **each student** must write a note explaining the nature of the request. Then the note must be approved by the Principal's office by 2 pm each day and given to the bus driver upon boarding.

HEALTH AND SAFETY SERVICES

The Edgerton Local School employs a full-time registered nurse. This person is qualified to deal with minor accidents and illnesses during the school day. Any accident of a serious nature should be reported to the nurse or office and an accident report form will be completed immediately. Students must report to the office/nurse to report an illness before contact is to be made with the parent/guardian.

ACCIDENTS

Even though all reasonable precautions are taken at all times, accidents involving students do sometimes occur during school hours. If a minor accident does happen, the teacher who is

responsible for supervising this student will fill out an accident form and have the student report to the office so that the principal is aware of the situation. However, if the accident is deemed serious, the proper steps are immediately taken in accordance with the student's Medical Authorization form. Also, all attempts will be made to contact the parents.

EMERGENCY MEDICAL AUTHORIZATION FORMS

The parent is responsible for completing the Emergency Medical Authorization forms on the online Ecollect Forms program. Included on this form must be the names and phone numbers of whom to contact in emergencies, names of doctors, and hospitals of preference.

IMMUNIZATIONS

Students must be current with all immunizations required by law. Failure to do so will lead to removal from school unless an exemption is on file. This information must be updated each year.

MEDICATION

The Edgerton Local Schools are committed to enjoying a safe campus for staff and students alike. To meet state requirements, the following practices are in place:

- Medications that are to be administered on school property will need to be kept in the nurse's office with a doctor's order specifying the medication is essential.
- Dosage and administration will take place only during school hours.
- Certain medications will be permitted to be carried by the students, after school nurse approval, such as inhalers. Inhaler use requires an authorization for student possession and use of an asthma inhaler form. This needs to be updated and filed at the school each year.
- A Doctor's order and care plan are required for emergency medications such as Epi-pens or the care of Diabetes.
- Forms are available in the nurse's station or district website.

Parents must complete the appropriate form for students taking medication during the school day. All medications must be registered in the office and in original prescription containers. Forms for medical information are available in the school office.

Please contact the school nurse if you have specific questions.

STUDENT MEDICATION

If a student is required to take oral medication during school hours and the parent cannot be at school to administer the medication, only an employee designated by the principal may administer the medication under the following administrative regulations: (1) A written request by the parent to the principal, (2) The written order of the prescribing physician. **Forms are available in the nurse's office, or on the District webpage. As per Ohio Revised Code (3313.713), school personnel cannot, on any occasion, dispense over-the-counter (OTC) medicines to students without a physician's order, or a staff member who has completed training through Public Works.**

LICE POLICY

Whenever a student is found to be infested with head lice, she/he is to be sent home for treatment and not re-admitted until the parent has started treatment on the student. Also, the home environment is required to be treated to eliminate the lice. When the student returns, a parent must accompany the student and return the treatment form back to school. The student's siblings should be examined for evidence of either the lice or lice eggs (nits). The student will then be rechecked in a few weeks to check the progress of treatment by a staff member.

CHILD ABUSE

A mandatory obligation is imposed by law on all school officers and employees to report cases of suspected child abuse or neglect to appropriate authorities.

CHILD CUSTODY

Parents have an obligation to notify the school any time the custody of a child changes (SB 140 requires this information). School officials should be supplied with a copy of the most current court orders pertaining to a child's legal custody.

POLICE QUESTIONING

- The school has legal custody of students during the school day and during the hours of approved extra-curricular activities.
- Therefore: Whenever possible, police officers should contact or question students outside of school. When it is necessary for an officer to make contact with a student at school, the

questioning should be done in private in the presence of a school official (as long as the presence of a school official will not have an adverse impact on the investigation).

The school principal or designee must be notified before a student may be questioned in school or taken from class. When it is necessary to remove a student from school, after notifying the principal (or designee), law enforcement officers (not the school) will be responsible to notify the parents according to department policy.

GOOD GROOMING REGULATIONS

Students' dress and appearance are the responsibility of the parents. A student shall not dress or present themselves in a fashion that causes a disruption of the educational process. This includes clothing, hairstyles, extreme hair colorings, or improper and suggestive dress.

We ask that you dress your child in clothing and footwear that is suitable for the weather. Hats, gloves, and other appropriate footwear are necessary for winter conditions.

Tennis shoes are required for physical education classes.

- Sandals/Shoes need to have a heel strap
- No flip flops or heels are permitted. As students travel up and down stairs and are very active during the school day, we want to ensure their safety and we feel that flip-flops and heels cause a safety concern.

1. Students must be clean in appearance, including personal hygiene.
2. Wearing clothing with rips or tears is discouraged, but no skin should be showing above reasonable length (fingertip length)
3. Leggings, yoga pants, and spandex are allowed, it is encouraged the posterior be covered by a dress, long sweater, long shirt, or sweatshirt tied around the waist.
4. Sweats are allowed but must be worn at waist level and tied appropriately.
5. Shorts are permitted during the months of August, September, and May, with April being up to the discretion of the principal.

Shorts shall be of reasonable length (fingertip length).

Cut-offs & spandex shorts are not allowed.

6. Sunglasses & hats are not to be worn in the building unless special permission has been granted.
7. Tank tops, muscle shirts, or spaghetti straps (unless covered by another shirt) are not to be worn at school.
8. Clothing that directly or indirectly refers to any type of alcohol, drug, obscene words, gestures, or immoral acts is not to be worn to school.
9. Piercings of exposed body parts besides ears are not permitted.
10. Pants must be worn at a natural waistline with a belt if needed(including sweatpants)
11. Backless shirts that reveal the female upper back and any potential bra or undergarment will not be allowed.

The principal has the right to require any student to change clothing or remove objects that are a disruptive influence/safety factor on the learning environment. Violations of the code will result in disciplinary action.

KINDLE USAGE

The Board of Education has approved the use of Kindle devices for AR reading and other educational purposes. The school is not liable for loss of/or damage to this device. Forms are available in the elementary office.

BOOKS

Textbooks issued to students are the property of the Edgerton Local School District. They should be used with care and returned in good condition. Students are responsible for lost, stolen, or damaged books beyond use.

Library books are available for the student for enjoyable reading and research. Books are loaned for a two-week period. If at the end of the two weeks, the materials are not returned, an additional four weeks are granted, before the student must pay for the lost materials.

The lost Agenda replacement fee is \$5.00.

UNPAID FEES: If book fees and library books are not returned, or your student has outstanding cafeteria balances not paid in full, a student could lose privileges of participation in school-related activities (such as field trips, Field Day, and book fairs.)

GENERAL INFORMATION

All cellular phones, smart watches, and electronics are prohibited from being used during the school

day.

If a student is using an electronic device or cellular phone, the following will occur:

- first offense- warning via behavior report from principal & loss of recess for one day
- second offense- loss of recess for one day and Community Service or After-School Detention to be served
- third offense- one-day In-School Suspension

1. Lost property is to be taken to the office when found. It will be returned to the owner or stored until claimed.
2. Grades can be checked online via the school website at: www.edgerton.k12.oh.us
3. Report cards are to be distributed to students upon completion of each nine weeks. Report cards will be sent home with students.
4. Honor roll or other academic achievement the type of recognition will be determined by the teacher and/or staff.

GRADE SCALE – This chart represents the numerical values assigned to letter grades and courses: Letter Grade Percentage

A	94-100	C	73-76
A-	90-93	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62
C+	77-79		

Does not include standards-based grade which is used in some primary grades

HOMEWORK POLICY

Parents and students should expect homework regularly. Developing the organization and self-discipline to complete homework assignments is a significant goal of our elementary program. The student's responsibilities for homework include: (1) keeping track of homework assignments, (2) handing in homework assignments that are complete and original (done mostly by the student), (3) handing work in on time and (4) carefully and neatly completing homework.

BAND POLICY

All fifth and sixth-grade students can choose to participate in elementary band, but must be in good academic standing. Students receiving any failing grades at a mid-term time will be placed on probationary status. If at the end of the nine weeks, any student still failing any academic

subjects will be removed from the band until their grades improve.

CHEATING POLICY

In an attempt to improve consistency and fairness in the upper elementary grades the following policy changes have been added: Students caught cheating and/or plagiarizing will be disciplined the following way:

- a. First offense: zero on the test, quiz, or homework, discipline report sent home with after-school detention scheduled within three school days of the offense, letter of apology to the teacher.
- b. A second offense and any further offenses: zero on test, quiz, or homework, discipline report sent home, letter of apology to the teacher, one-day In-School Suspension, and grade lowered one letter grade for the nine-week grading period.

SCHOOL DISCIPLINE

All detentions assigned to any elementary student will take place from 3:05 pm-4:00 pm after school. This could be in the form of In-School assignments (ISA), noon detentions, study tables, or community service activities.

GRADE RETENTION

Grade retention is considered on an individual basis. Factors include academic grades, age, effort, and the student's educational history.

PHYSICAL EDUCATION EXCUSES

Physical education excuses must be in writing from a doctor stating the length and the reason the student is excused

CAFETERIA FEES

The cost of a school lunch will be determined by the beginning of the school year. Money must be deposited in the student's cafeteria account to keep it current. If a child owes more than \$10.00, he/she will be served a basic lunch (peanut butter sandwich and water). Once payment is received, cafeteria privileges will be restored. Contact the cafeteria supervisor for information about account charges and balances.

FIELD TRIPS

Field trips may be taken throughout the school year. You will be advised in advance of all field trip details prior to departure. Field trips are a privilege and a student may lose this opportunity due to unpaid instructional fees or lunch fees, as well as non-returned library books and poor behavior and/or discipline issues.

NOON/RECESS RULES

The safety of all students is very important to our

school district. These rules are to protect the students. Students disobeying the rules will receive some form of disciplinary action (see rules under Discipline).

1. Students will be going outside during recess and noon. Please come to school properly dressed. In winter a heavy coat, hat, and gloves are needed.
2. Use playground equipment as it is intended to be used. This includes using the ladder on the slides and the other equipment in the appropriate way.
3. Stay on school property at all times. Avoid being near any cars, buses, or other potentially dangerous areas. Play with balls in appropriate areas.
4. Always use the side doors during recess. Do not go near the front of the building.
5. Students may use kickballs, and other types of softballs, per the playground supervisor's discretion. Baseballs and the playing of football are not allowed.
6. The throwing of any type of object such as stones or snowballs is not allowed.
7. Students are to respect each other on the playground. Fighting, pushing, and shoving, will not be tolerated.
8. Students are to use appropriate language and avoid teasing and/or name-calling.
9. A playground supervisor's approval is needed prior to coming into the building.
10. After recess, students are to return to the building. Students are to remain quiet once they enter the building.

GUM/CANDY

No gum or candy is allowed at school unless approved by the teacher.

ELECTRONIC COMPUTER ACCOUNTS

Electronic accounts will be made available to students. Students will be required to sign a permission slip and must abide by all regulations in the agreement.

BULLYING

Bullying is the harassment, intimidation, and intentional intent to cause verbal or physical harm, and will not be tolerated. Our school is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students.

Misconduct that is substantially interfering with a student's education will be the focus of our school's intervention plan, as we collaboratively

work to prevent bullying in the elementary school.

Consequences of bullying behavior

Step 1: Conference with a student after the complaint has been filed through the Bullying Box or Incident Report.

Step 2: Behavior coaching (Guidance Office).

Step 3: Disciplinary Referral to the Principal using a verbal warning (parent notification).

Step 4: Student Intervention Team Meeting with parents.

DISCIPLINE/CODE OF CONDUCT

It is the philosophy of the Edgerton Local Schools that all students have the right to a positive learning environment. Each teacher has a classroom discipline plan which will be given to their students during the first week of school.

Certain behaviors are disruptive to the learning environment and cannot be tolerated.

These behaviors include the following:

1. Physically assaulting a staff member/student
2. Verbally threatening a staff member/student
3. Misconduct against a school official or the property such as vandalism
4. Possession/use of a weapon
5. Possession/use of tobacco
6. Possession/use of alcohol
7. Insubordination
8. Damaging property
9. Theft
10. Bullying/intimidation
11. Obscene language and/or gestures.
12. Cyberbullying/Texting.
13. Arson/starting fires

BIRTHDAY & CELEBRATION

TREATS/SNACKS

All treats or snacks brought into the classroom should be purchased from a reputable grocery store or bakery. Additionally, the item must be either sealed upon entering school or pre-packaged and contain an ingredient list. For the safety of our students and staff, homemade birthday treats are not permitted to be brought to school.

Additionally, please check with your child's teacher prior to bringing treats in for whole-class consumption. Due to various student dietary needs, restrictions, or allergies, we need to be very conscious and cautious of foods and snacks being brought into our school.