

Elda Elementary School

Student/Parent Handbook

2021/2022



Vision Statement

A community of learners empowered to discover their purpose, to aspire to solve relevant and real-world challenges, and to recognize that we are better together than on our own.

Discover.

Aspire.

Relate.

Every Day.

Elda Elementary School
3980 Hamilton-Cleves Road
Hamilton, Ohio 45013
(513) 738-1972

Dear Elda Families,

Welcome to Elda Elementary! We are excited to kick off a new school year with plenty of new and exciting opportunities for our students. The staff and I are here to serve each family and push each student to reach their full potential. Our belief is that every child can learn and will be given every opportunity to be successful.

The Elda Staff is excited to partner with each and everyone of you! Families are a huge part of the educational process and our hope is that you become an active piece of the puzzle in your child's school experience. Please do not hesitate to reach out to the teachers and staff as you have questions or concerns, volunteer for school functions, attend various events, and communicate with your child about what they are learning. We welcome and appreciate your help as an active parent/advocate in your child's school experience.

The Student/Parent Handbook is a resource for you to reference specific procedures/policies within our school. Please take the time to read and go over the handbook with your child. **After you have read the information, please sign the bottom portion of this page and bring this into your teacher.** Please be sure to check out our website, elda.rossrams.com and twitter Adam Hull @EldaPrincipal for school updates.

We look forward to working with you and having a fantastic year!

Mr. Adam Hull
Elda Elementary
Principal

-Please return this section to your child's teacher-

We have received a copy and read the Elda Elementary Student/Parent Handbook.

Student Name _____

Student Signature _____

Parent Signature _____

Date _____

Welcome to Elda Elementary!

Attendance Policy:

The State of Ohio requires that all children between the ages of 6 and 18 years of age attend school every day that school is open. All students are, therefore, required to attend school regularly. Students are also expected to be on time for class so that they may receive the maximum benefit from the academic program. Effective July 1, 2017, Ohio law mandated public schools to provide closer supervision and documentation for student attendance (House Bill 410).

Excused Absences Include:

- Personal illness or injury
- Illness or death in the family.
- Funeral of immediate family member or relative
- Quarantine
- Religious holiday
- Court appearances
- Pre-approved absences. Five (5) days per year approved in advance by the school administration (outlined in "Vacation Days" on page 26)
- College visits (prior arrangements and approval from guidance office). Official documentation must be provided to the office upon returning from the college visit

All other absences are unexcused. Students may not be permitted to make up work for any unexcused absences.

If a child accumulates (excused or unexcused) absences equal to or exceeding **38 hours per month or 65 hours per year**, Ross Local Schools will provide written notification of these absences at 38 hours per month, 56 hours per year, 65 hours per year, and 72 hours per year.

Students with excessive **unexcused** absences will be deemed "habitual truant" under HB 410. This is defined as students with unexcused absences totaling **30 or more consecutive hours, 42 hours or more per month, or 72 hours or more per year**. Students meeting this threshold will be assigned to the Absence Intervention Team. **Within 14 days** of an assignment to the Absence Intervention Team, an intervention plan will be developed. The district is expected to make reasonable efforts to communicate this plan to the parent/guardian **within 7 days** of the development. If of age, the district will contact the **Registrar of Motor Vehicles** for the suspension of a student's driver's license. Truancy will be filed **60 days** after the plan is initiated if the student does not participate or does not make progress.

Attendance Procedure:

Parents must phone the school (738-1972) or submit the google form on elda.rossrams.com before **10:00 A.M.** when their child is going to be absent. Upon returning to school after being absent, students are to present an excuse note written and signed by a parent/guardian to the attendance station (if they did not fill out the google form). This written explanation of absence must be submitted within **two (2) school days** following the student's return to school; otherwise the absence will be unexcused. Students must bring this note from home even though their parent or guardian may have spoken with the attendance office the previous day.

Students may submit a maximum of five (5) parent/guardian notes per semester for absences deemed "excused". After five (5) parent/guardian notes, **written documentation** from a treating physician, nurse practitioner, or physician assistant stating the day(s) absent and reason for such absences is required.

To report Elda students who are going to be absent please call 738-1972 or fill out the google form at elda.rossrams.com, between the hours of 8:00-10:00 AM on the day of the absence. Afternoon

Kindergarten parents are asked to call/report as early in the day as possible. If we do not receive a telephone call from a parent informing us their child is absent, we are required to call either the home or a work number to verify that a child is absent. We will greatly appreciate your cooperation with this requirement. As stated above, **even though you called us on the telephone we are still required to have parents send in a written note concerning the absence when the child returns to school.**

Filling out the google form does count as a parent note. If a student misses school due to a doctor's appointment we ask that the doctor's office print up an excuse for the child to bring to the school office.

Attendance Tardy Policy

Students are expected to arrive at school before 9:15 A.M. Students that are not in their classroom when the bell rings at 9:15 A.M. will be considered tardy to school. A student arriving late to school must report immediately to the office. The time missed will count toward the attendance policy established in HB 410.

Bicycles and Skateboards

Students may not ride bicycles to school. Skateboarding is not permitted.

Bookmobile

One day each month, the Lane Public Library Bookmobile is scheduled to be at Elda. Students in grades two and three may check out books with a Bookmobile card. Fees are assessed for overdue books by the Lane Public Library.

Building Hours

Office Hours are from 7:45 am - 4:15 pm.

Teachers' Hours are from 8:20 am - 3:50 pm.

Students' Hours are from 9:15 am - 3:45 pm.

Important messages outside of the school day may be left on the school's voice mail at 738-1972.

Bus and Bus Passes

Ross students must have the same pick-up and drop-off locations all five days of the week. The pick-up and drop-off locations may be different but are to be the same for all days. Due to this, students will no longer be allowed to have notes from parents for bus passes requesting students to ride a different bus. Elda will no longer issue bus passes except for cases of emergency.

All requests for emergency bus passes must be completed in writing and turned in to the office no later than 1:00 PM. Telephone calls will not be permitted.

Cafeteria

Each class is assigned an area where they are to sit during lunch. All food is to be eaten in the cafeteria. Students are expected to behave in an appropriate fashion in the cafeteria. This includes eating one's own food, talking quietly, being respectful and staying seated.

Child Custody

Parents have an obligation to inform the school any time the custody of a child changes. The school officials will need to see and copy court orders pertaining to a child's custody. This information is needed to protect the rights of a child and to abide by the Missing Children's Act.

Ross Local Schools

Child Find

The Individuals with Disabilities Education Act (IDEA) and the American Disabilities Act Amendment Act (ADAAA) requires that all public schools have a “comprehensive child find system” to assure that all children who are in need of early intervention, accommodations and/or special education services are located, identified, and referred.

Child Find is a continuous process of public awareness activities, screening and evaluation designed to locate, identify, and refer as early as possible, all young children with disabilities and their families who are in need of an early intervention program, accommodations or special education services.

To participate in an Early Intervention Program or receive special education services, a child must meet eligibility guidelines according to the IDEA. To be eligible for ADAAA protections, a child must have a physical or mental impairment that substantially interferes with one or more major life activities. Depending on the degree of the impairment, a student may or may not be eligible for Section 504 accommodations in the school setting.

Ross Local School District actively seeks to locate, identify, and refer children from ages 3 to 21 who may require ADAAA protections or accommodations or special education and related services in order to assist them and their families in acquiring a free and appropriate public education. Anyone who may have a concern about a delay in a child’s development or a child’s disability that may interfere with learning or having access to learning are encouraged to contact their building counselor or the Office of Student Services at 863-6150.

Child Find for infants and toddlers is governed by the Ohio Department of Health, Bureau of Early Intervention Services; therefore, children age birth to 3 who are or are suspected of having a developmental delay or a disability should contact Butler County Help Me Grow at 867-5960.

Class Assignments

School personnel devote much time and give much thought to the best placement for each pupil. Many factors must be taken into consideration and assignments are based on the individual’s needs as well as the needs of other children. We work hard to ensure we match our students with teachers that give each student an opportunity to be successful. Some of the criteria used for class assignments are: ability and performance, social and emotional development, domestic situations, combinations of certain children, personalities of pupils, and learning styles & abilities. Please do not hesitate to contact the principal if you have questions about the class placement process. The building Principal has the final decision on placement. It is our policy not to take parent requests for placement.

Communications

We update our website, elda.rossrams.com, on a regular basis. Our school newsletter, the *Elda Press*, will be posted online every month. You can also access the Elda PTO page on our website. The Principal will also highlight and update various events via Twitter @EldaPrincipal, Final Forms, or SendIt (Voice Message). At any time during the school year please do not hesitate to contact your child's teacher, the counselor, or the principal if you have any concerns about your child's progress. Likewise, we will attempt to keep parents well informed of their children's progress.

Confidentiality

Student records are confidential and are protected by the "Privacy Act". Only the school staff and the child's natural parents or legal guardians have access to the records. Directory information on the child is not protected by the "Privacy Act". Directory information includes the following information relating to a student: the student's name, address, telephone number, date and place of birth, major field of study, athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information. All of the preceding information may be released by the Board without prior written consent unless the parents or eligible students have submitted a written request that all or portions of it not be released. See policy JO-R in the appendix.

Dismissal

Early:

Parents are encouraged to schedule appointments with doctors or dentists other than during school hours. However, when emergency demands, the appointment should be made as early or as late in the school day as possible. To arrange an early dismissal, students must give a written note to their teacher in the morning, signed by their parent or guardian, stating the reason and time for early dismissal, and who will be picking the child up. **Any student being dismissed prior to the regular dismissal time must be met in the office where the parent or guardian must "sign out" the student.**

Regular:

Dismissal will be a rolling pick up process. Information about the procedures will be shared with families. All pick up requests must be received by 1:00 pm. Anyone other than the parent/guardian picking up a child must be identified in the note. **Students being picked up will be dismissed at the first bell and proceed to the cafeteria to wait for their parents to arrive by car.** If your child will be a car rider on a regular basis the student will be added to a master list including the name of the adult picking him/her up. Please share this information with other adults such as grandparents whom you may send to pick up your child from school. Names listed on the emergency medical form do not indicate permission for normal dismissal pick-ups. Those names only give permission to call in case of an emergency. Thank you for your cooperation in this matter.

Dress Code

Students should take pride in their personal appearance and be appropriately groomed and attired at all times. Students may wear shorts. The appropriate length for shorts is no more than six (6) inches above the middle of the knee. Biking shorts may only be worn in combination with another pair of shorts. The appropriate length for skirts, and split leg skirts is also no more than six (6) inches over the middle of the knee. Dress that is not appropriate for school includes bare midriff shirts and clothing adorned with drug, alcohol, sexual or other disruptive signs, words or pictures. All articles of clothing and accessories altered from their original design and articles that are disruptive to the educational process are not permitted to be worn at school. Shirts designed as sleeveless shirts are permitted if they have not been altered from the original design. Student hair color must be that of a natural color. Students with unnatural hair color will have their parents notified and given a day to change the hair color. Students may not wear spiked mohawks. Students are not allowed to wear face paint to school. Students with face paint will be required to wash the paint off of their faces.

Early Dismissal

If it is necessary for a pupil to be dismissed early, the student must give a written request from his/her parent or guardian to the teacher first thing in the morning. The note should include the reason for the early dismissal, the phone number where the parent or guardian can be reached to confirm the dismissal, the name of the person who will be picking up, and the parent or guardian signature. Only medical appointments that can be confirmed, funerals, and illness are excused early dismissals. All other early dismissals will be unexcused. Time missed will count toward the new attendance policy established in HB 410 (refer to "Attendance Policy" above).

Fees

Parents are notified early in the school year concerning the fees charged for items such as paper for writing and art, weekly student newspapers, etc. Payment is preferred by check written to Elda Elementary but can also be paid by credit card, cash or online through PaySchools. Parents may make weekly or monthly payments, if desired. Report cards are withheld if fees are not paid. There will be a general fee of \$40 and an additional tech fee of \$45 for a total of \$85 grades K-3.

Board Policy on Student Fees (JN):

1. Beginning August 1, the Principal will advise parents of fees. Payment is due 30 days after the start of each semester.
2. Athletic Fees. Payment for each season's sport is due prior to the first athletic contest. In addition, all school fees must be paid prior to the first athletic contest.
3. Students with outstanding financial obligations from previous years will not be permitted to participate in extracurricular or co-curricular activities until such financial obligations are paid or a payment plan has been established with the Principal or Athletic Director.
4. Families will be notified at the beginning of each quarter of any outstanding financial obligations. This notification will be sent by the building Principal/Secretary.
5. Fees may be paid online.
6. A payment plan may be established by contacting the Principal or Athletic Director with the full payment to be received by the last day of school.

Field Trips

Students may participate in a field trip during the school year. Letters of notification of field trips will be sent home with students to garner parental permission and entrance fees. Students not having signed permission slips or payment of entrance fees will not be permitted to attend the field trip. Entrance fees will be nonrefundable, regardless of reason. At times, parents will be allowed to attend field trips. Information will be given as to where parents will meet, either at Elda or the field trip venue. Parents will also be required to drive to the location. Students will be required to ride the school bus to and from the field trip in order to be counted as present at school. At no time will siblings be allowed to attend the field trip.

Fire Drills/Tornado Drills/Crisis Drills

Fire drills, tornado drills and crisis/safety drills are required by law and are an important safety precaution. It is essential that everyone obey orders promptly and proceed to the designated location as prescribed. The teacher in each classroom will give the students instructions.

Grading

The grading system includes the following:

Kindergarten - 3rd Grade

4 working beyond Grade level standard

- 3 meets Grade level standard
- 2 making progress toward meeting Grade level standard
- 1 making little or no progress toward meeting Grade level standard

Keys for Reading & Writing

- 4 Distinguished
- 3 Proficient
- 2 Attempt/accomplished with support
- 1 Cannot attempt on grade level content

Guidance and Counseling

Elda has a school counselor in the building full time. The counselor is available to support both students and parents. School counselors work to support the social/emotional, academic, and career development of every child in the school. The counselor will work to connect students and families to outside resources when there is further need for counseling or mental health support. Students and/or parents are always welcome to request a conference with our school counselor.

Gum Chewing

Gum chewing is not permitted.

Hazing and Bullying

Hazing means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. This behavior is prohibited on school property or at a school sponsored activity. Bullying, harassment and intimidation is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once. The behavior causes both mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property or at a school sponsored activity. See Policy JFCF.

Homework

The Board believes in the value and beneficial nature of homework where it constructively leads to the accomplishment of classroom instructional objectives. Homework shall refer to those assignments to be prepared by the student outside of school or independently while in attendance at school. See Policy IKB in the appendix.

Inclement Weather

When there is a chance of school being delayed or cancelled because of weather conditions, **please do not call the school.** Check the district website, listen to one of several local radio stations or watch local TV stations. Parents are encouraged to make plans with their children so they know what to do in case school is dismissed early due to weather. On a two-hour delay day, morning Kindergarten will be canceled. The Extended Day Kindergarten will follow the two-hour delay schedule. Afternoon Kindergarten will begin at the regular time of 1:05. **On any delay day, breakfast will not be served.**

Inspection of Desks

Ross Local School District reserves the right to inspect student desks, backpacks, and cubbies.

Insurance

Information concerning an accident policy will be sent home early in the school year. All parents are encouraged to provide this coverage unless their children are already insured.

Internet and Network Access at Ross Local Schools

Ross Local Schools are pleased to provide to our elementary school students the informational and learning opportunities that internet and network access offer. All users and their parents/guardians are

advised that access to the electronic network may include, even with the district's filtering and the blocking of certain websites, the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guide of materials and are urged to talk to their students about proper and improper sites. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to his or her teacher. A parental release is kept on file for student use of the internet. Ross Local Schools offers this access as a privilege and not a right. Abuses of Internet and network access can lead to disciplinary measures and even loss of internet and network access privileges.

Lost and Found

Students who find lost articles are asked to take them to the office. The lost and found is located in the cafeteria. Students may inquire in the office for small items such as jewelry or glasses. Parents are encouraged to write their children's names on all articles and not permit their children to bring valuable items to school. Many items are turned in, but go unclaimed by our students. Please remind your child to check the lost and found box for missing clothing, hats, coats, etc. At the end of the year unclaimed items are either donated or disposed of.

Lunch Time Visitors

Ross Local Schools do not allow parents or relatives to eat lunch with their student(s).

MEDICAL CONCERNS

Allergies and Bee Stings

Parents are responsible for informing the school of the child's allergies, especially allergies to bee stings. In the case of bee sting allergies the parents are responsible for providing the school with the bee sting medication and a doctor's statement about how the medication is to be administered. It is advisable that the bee sting medication also be available on the child's bus.

Emergency Medical Forms/Final Forms

Parents are responsible for informing the school of emergency medical treatment they desire for their child. Ross Local Schools uses Final Forms, <https://ross-oh.finalforms.com>, for parents to complete all Emergency Medical forms for students. This includes the name of the doctor they wish to treat their child and the hospital they wish to care for their child in an emergency. The forms also request the name of another individual who can be reached in cases of illness or emergencies when parents cannot be reached. Only those numbers listed on the form can be called in times of emergency. Names listed on the emergency medical form do not indicate permission for normal dismissal pick-ups. These forms are to be completed online before school begins. Due to safety factors, students will not be able to participate in recesses, gym or field trips until these forms are returned to school. *If any changes are needed on the Emergency Medical Form, please update the information online or call the school.*

Health Services

Elda Elementary has the service of a full-time nurse who cares for staff and students who become ill or are injured while at school, administers medications as prescribed, maintains health/immunization records and conducts state mandated vision and hearing screenings. A designated and trained health aid will cover the school clinic when the nurse is not available.

Illness and Accidents at School

We follow the recommendations set forth by the Center for Disease Control and Prevention regarding student illness. Parents should keep children home who have fevers (100.0 and above), vomiting, diarrhea and/or signs of contagious illness. Children who become ill at school can be better cared for at home by their parents. Students with a fever should not come/return to school until they have been fever

free for a full 24 hours without the use of fever reducing medications such as Tylenol or Ibuprofen. Additionally, students who have been vomiting or having diarrhea should remain home until they have been free of these symptoms for 24 hours. If you feel your child is too ill to participate in classroom activities, it may be best to keep your child home. If a child becomes ill or has an accident and cannot remain at school, parents will be contacted by phone. Parents are responsible for providing the school with accurate phone numbers or information about where they can be reached during the day as well as contact information for additional authorized individuals in the event parents are unable to be reached. This information should be reported on the Emergency Medical Form located in Final Forms. We urge you to evaluate your child's condition before the start of school. There is limited space in the school clinic where a child could lie down to rest, so it is important that students are either able to attend class, or are picked up promptly if they have been dismissed home due to illness or injury. When picking up your student, please report to the office where you or an authorized person you designated will sign out the student. Identification is required to pick up a student.

Immunizations

Ohio law mandates that students have a complete immunization record in order to attend school. The requirements are:

1. DPT: 4 or more doses. If the 4th dose was given before the 4th birthday, a 5th dose is required.
2. Polio: 3 or more doses. The FINAL dose must be administered on or after the 4th birthday regardless of the number of previous doses.
3. MMR (Measles, Mumps, Rubella): 2 doses to enter Kindergarten.
4. Hepatitis B: 3 doses. The 2nd dose must be administered at least 28 days after the 1st dose and the 3rd dose must be given at least 16 weeks after the first dose and at least 8 weeks after the 2nd dose.
5. Varicella (Chicken Pox): 2 doses to enter Kindergarten. Dose 1 must be administered on or after the 1st birthday. The 2nd dose should be administered at least 3 months after the 1st dose.

Medication

Medication required during the school day will be administered by the school nurse or trained personnel. All medications, including over the counter medications, must have a physician's order for it to be administered at school. The form is to include the student's name and date of birth, name of the medication, the dose and time and any frequency it is to be administered along with the parent's and physician's signature. A link to the Medication Permit can be found in Final Forms under "Medications". The medication must be in its original container and **must be delivered to the office by an adult**. Students are **not** permitted to bring in medication. The only exception to this is an inhaler or EpiPen that is accompanied by an order from the physician specifically stating the student may carry and self administer the medication.

Meals

The USDA and the State of Ohio have determined that all students, no matter what your financial situation or income level, may participate in school breakfast and lunch meals for free through the 2021-22 school year. Therefore, during the 2021-22 school year, no student will be required to pay for breakfast or lunch. Extra entrees, snacks, individual milk and drink purchases may still be made from your student's lunch account. We are requesting that all families please fill out the 2021-2022 Free/Reduced Meal Application. We work very hard to provide our students with a healthy-balanced lunch and breakfast. We encourage you to take advantage of the Elda lunch program! Breakfast is served daily at Elda until 9:10 AM. Hot lunches are served daily for students and adults. Students may also bring their lunch and buy milk or snacks in the cafeteria. Elda has a computerized breakfast/lunch system that allows students

to pre-pay their meals. We recommend that parents prepay meal accounts on a weekly or monthly basis. Students will need to bring their money to the cafeteria in the morning to pay on their accounts. **Students will need to bring their money in an envelope or sealed baggie with the following information: student name, teacher name, amount of money enclosed and pin number. You will also need to state whether your child may have extras or lunches only.** Without being recorded on the envelope, the money will be placed on the lunch only account. **On any delay day, breakfast will not be served.**

Parent Contact System SendIt

The Ross Local School District has implemented a parent contact system that provides for telephone calls, emails and text messages. The system is used to communicate important information to parents. Please update your information in Final Forms as these contacts are updated in SendIt.

Parent-Teacher Conferences

Parent-Teacher Conferences will be held in the Fall and Spring and are available to all parents. Scheduling for the conferences will be arranged a few weeks prior to the conferences. An honest discussion between parents and teachers often proves to be most beneficial to the child involved. If you feel that you would like to discuss your child with his/her teacher at a time other than the scheduled conference time, please call the classroom teacher or office to arrange for a suitable meeting time.

Parent-Teacher Organization

The PTO of Elda Elementary School is a very active organization to which nearly all parents and teachers belong. Please visit our website <http://www.rossrams.com/3/featured/5> for more information about our PTO. The PTO is composed of caring, hardworking, and dedicated administrators, teaching staff and parents. With your support, the PTO has donated over \$20,000 worth of equipment and a new playground to our children. This is accomplished through the Fall Fundraiser. In the spring, the PTO hosts Elda Fest at Stricker's Grove, a family event of food, games and fun. The PTO is always looking for interested parents, grandparents or community members to assist us in various ways including making phone calls, working at the PTO sponsored dance and Winter Wonderland, or giving input at meetings. Many of our volunteer positions are small activities that may work into your busy schedule. Please let us know your interests and talents and we will find the right job for you. If you need additional information, please leave a message for the PTO at the school office and we will be in contact with you. The students and teachers appreciate all the PTO does in support of our educational program. The Elda PTO meets at 7:00 PM in the media center. Check the school website and newsletters for the dates of each meeting.

Parking

Front door: If you are entering the school through the front door at anytime between 8:00 am and 4:00 pm please use one of the marked parking spaces to park. If your child is late please walk them into the office and sign them in. It is very important that we do not block the bus lane or get between buses as they are trying to safely unload or load our students.

Parties

Students at Elda Elementary school will celebrate the following special days: Halloween, Christmas, Valentine's Day and Easter. Holiday parties will be held only in the classroom. Parties are for students and parents. Unfortunately, siblings of Elda students are not invited to attend classroom parties. Parties will be held from 2:35-3:35. Morning kindergarten parties will be held from 10:35-11:35. Money may not be collected from students for any party/special event. Each classroom will have a parent volunteer sign-up list to help with party planning. Only those parents/guardians on the list will attend the party. There may be an opportunity to help at more than one party due to vacancies or cancellations from the original party sign-up list. A parent wishing to bring treats to school on a child's birthday may do so, but it is requested that the teacher be notified a few days in advance. Students will have an opportunity to share his/her birthday treat during their lunch period. Instructional time is not permitted to be taken to celebrate individual student birthdays. Any other party must have the approval of the principal. Party invitations are not to be passed out at school. Flowers and/or balloons will not be delivered to students

and should not be brought to school since this is a distraction to the learning environment. These may not be sent home on the bus due to their size and distraction to the driver and other students.

Permission Notes from Parents

Notes must be signed by the parent or guardian for all circumstances. Notes are required for the following:

1. A note of explanation is required the day following the absence.
2. One note for the year is required for regular after school functions.
3. A note for early dismissal should be given to the teacher the morning of the early dismissal.
4. Requests for alternate pick-up and drop-off locations, other than one's home address should be submitted for childcare purposes only. Written requests should be submitted to the office as soon as possible (before 1:00 PM). This is done for emergency situations only.
5. Students will not be able to attend a field trip unless they have a signed permission slip from their parent/guardian.

Personal Sale of Articles

No student should be selling any merchandise of any kind to other classmates during the school day or on the bus.

Physical Education

The following dress code is practiced to reduce the chance of injury to all participating students and to prevent damage to equipment during physical education classes.

1. Gym shoes – any color or style. Other soft soled shoes or boots are not permitted.
2. Jewelry or belts with metal buckles may not be worn.
3. Shorts, slacks or warm-up suits are encouraged: dresses or skirts are not permitted during physical education classes.

Students need a note from their parent, guardian or physician to be excused from any class participation; students will also need a note releasing them to return to class following restrictions. Grades are based on a combination of assessments, participation and effort, cooperation, attitude, sportsmanship and dress.

Pictures

In the Fall, all students will have their pictures taken and students will have the opportunity to order picture packages. Yearbook information will come home with students in January. A spring picture may be taken as well.

Progress Reports

Midway through each trimester, progress reports will be shared with families electronically.

Report Cards

Please consult the school calendar for the days report cards will be issued. Parents are requested to sign the report card envelope and have their children return it to the teacher the following day. Report cards are held for students with outstanding fees.

School Day

School begins promptly at 9:15 AM and dismisses at 3:45 PM. Students not in their classroom at 9:15 will be considered tardy. Morning Kindergarten dismisses at 11:55 AM. Afternoon Kindergarten begins at 1:05. Students will be permitted to be dropped off at 8:55 AM at the west entrance and walk to class. Parents are not to drop off students in the bus loop.

School Rules

_____ Be respectful
_____ Be responsible
_____ Be a peaceful problem solver

Some ways we will follow these rules are:

1. Students will treat others as we would have others treat us.
2. Students will keep our hands and feet to ourselves.
3. Students will move about the school in a quiet and orderly manner.
4. Students will avoid put-downs and inappropriate language.
5. Students will respect school property and the property of others.
6. Students will respect and obey the Elda Staff.

School Telephone - 738-1972

The office telephone is a business phone and should be used by pupils for emergencies only. We request that parents not ask us to call students to the phone, except in the case of an emergency. We will be happy to relay a message to the child. Due to the busyness at the end of each school day, we request that messages to students be given prior to 3:00 PM.

Security Cameras

Elda is equipped with security cameras. Security footage will be maintained and reviewed if/when situations arise. Students may be disciplined based upon film viewing.

Severe Weather Warnings (Tornado)

1. Each school will be notified when a tornado watch or warning is in effect.
 - A. Tornado Watch - A weather bureau alert to alert to the possibility of tornado development in a specified area over a specified period of time.
 - B. Tornado Warning - A weather bureau report of a tornado sighting location, time of detection and direction of movement.
2. In the event of a tornado warning, prearranged procedures shall be implemented.
 - A. Incoming phone calls will not be received.
 - B. School will not be dismissed while a Tornado Warning is in effect without permission from the Central Office.
 - C. Playground activities will be canceled.
 - D. Radio is monitored.
 - E. After school activities are canceled.

Sexual Harassment

The Ross Local School District Board of Education Policy ACAA-R is committed to maintaining a school environment in which all employees and students are treated with respect and dignity. Each individual has the right to work and attend school in an atmosphere which promotes equal opportunities and prohibits discriminatory practices, including sexual harassment. Sexual harassment, whether verbal, physical or occurring in or out of the school district buildings and offices, at school sponsored social functions or activities or elsewhere, is illegal, unacceptable and will not be tolerated.

Special Activities

There are several activities that take place at Elda that are not school sponsored. Many Elda students participate in the following: Ross Community Basketball Association, Cheerleading, Jr. Pro Football, Morgan-Ross Athletic Association, Scouts, PTO extra-curriculars, etc...

Student Drop Off

All students brought to school by car must be dropped off at the west side entrance, along the west side of the building. This will be a drive through loop only. In the morning parents will not be allowed to park their cars in this area. Students may come in these doors from 8:55-9:12 and they will report directly to either their classrooms or breakfast. Our day begins at 9:15. Students not in their classroom at that time will be considered tardy. Parents are not to drop off students in the bus loop, this is for buses only. Parents needing to enter the building will have to park in the front parking lot and either enter the building before the buses arrive or wait until the buses leave. Parents may not walk down the hallways without

signing in and obtaining a visitor pass. Due to student safety concerns and bus safety rules no one will be allowed to walk between the school buses. PM Kindergarten Students will be dropped off in the back of the building and entering the back doors of the gymnasium between 12:55-1:05. This will be a rolling drop off process, with a staff member greeting each car.

Student Pick Up

Students will be dismissed at the first bell at 3:38. **Students riding home with parents will be escorted from the classroom to the cafeteria to be picked up through the rolling dismissal.** Parents requesting to pick their child up from school will need to write a daily note to the teacher. All pick up requests must be received by 1:00 pm. Anyone other than the parent/guardian picking up a child must be identified in the note. Names listed on the emergency medical form do not indicate permission for normal dismissal pickups. Those names only give permission to call in case of an emergency. Families will line-up on Beechwood Dr. and pull into the parking lot. They will follow the same circle that morning drop-off follows. Cars will then exit onto Elda Dr. Please share this information with other adults such as grandparents who you may send to pick up your child from school. Thank you for your cooperation in this matter.

Speech and Language Therapy

Elda Elementary School has the services of a Speech and Language Therapist. All Kindergarten students in the Ross District are screened for speech and hearing problems.

Supplies

Each grade level has a list of supplies that students need for the school year. Supply lists are available online at elda.rossrams.com. Additional copies are also available in the office.

Technology

Program Overview

The Ross Local School District is excited to provide students in grades 1-3 with technology to transform their learning experiences. Each student will be provided a Chromebook laptop to be used for classroom instruction. The Ross Local School District is committed to providing students with equitable access to digital opportunities that will prepare them for life after high school. Through the use of technology, the district wants to encourage each student to foster problem-solving skills, responsible decision-making skills, communication, collaboration and student-centered learning.

Device Distribution and End of Year Check-in Procedure

At the beginning of each school year all incoming students in grades 1-3 will be issued a 1:1 device to be used during their school day. When devices are issued, students will be instructed on how to take care of their device.

Any student who comes into the district mid-year will be issued a 1:1 device from the remaining building inventory, and will be instructed on how to take care of their device.

At the end of the school year, all student devices will be collected and stored. At the time of end of year checkout, students are responsible for reporting any damage that needs repaired. Teachers and tech support staff will only check to ensure that all 1:1 devices and accessories have been returned and are accounted for.

Ownership of the Device

Ross Local School District (RLSD) retains sole right of ownership and possession of the 1:1 devices. The devices are loaned to the students for educational purposes only for the academic year. RLSD's

administrative staff and faculty retain the right to collect and/or inspect devices at any time, and to monitor student work or to alter, add, or delete installed software or hardware during school hours.

Student Expectations and Guidelines

All Ross Local School District (RLSD) students and families must understand that:

- All students using the district network and district devices must comply, at all times, with the student handbook and the district's Acceptable Use Policy.
- Students should also use their devices and access digital resources in accordance with all local, state, and federal laws and observe and follow fair use policies and copyright laws.
- Students will be issued a loaner device in the event that a repair is necessary on their issued device, depending upon availability of district inventory.
- Students are expected to keep the equipment in good condition. Failure to do so will result in charges for repair or replacement.
- Students should report any damage to their equipment as soon as possible. Report the damage to their teacher or media staff.
- Students should notify a staff member immediately if they come across inappropriate information, images, messages or any dangerous, threatening material that makes them feel uncomfortable.
- Students who do not meet these expectations will be subject to disciplinary action as determined by staff.

Responsibilities Regarding Electronic Data and Accounts

Students should only use their own username and password and not share their account information with another student or access the account of another student.

All student created files and electronic communication (student email) are subject to monitoring for safety precautions. Users of district technology should have no expectation of privacy to any data that is, or was, stored on their device, school network or any school-issued applications.

Students are responsible for the appropriateness of all files, data, and internet history on their device.

Although these devices will be filtered on campus it is still the responsibility of the student to use good judgement when accessing or transmitting data. Do not take photos or videos of other students or staff without their permission. The possession, forwarding, or uploading of unauthorized data, photos, audio, or video to any website, network storage area, or person is strictly forbidden.

Cost of Repair Information

- Students will NOT be charged for any repair that is related to manufacturing defects. Students WILL be charged for any intentional and/or chronic damage. Parent notification letters will be sent home with each damage event.

Ross Local School recognizes that with the implementation of a 1:1 initiative there is a need to protect this equipment by both the District and the student/parent. The following pricing chart outlines the costs of the most common repairs, so that both the student and parent understand the cost associated with those repairs.

Carrying Case	\$30
Chrome book Display	\$50

Chrome book Keyboard	\$35
Chrome book Power Adapter	\$25
Chrome book TrackPad	\$15
Chrome book outer casing (depending on which parts)	\$10-20

Care of Devices

As with any electronic device, there are several important safety precautions to take:

- Avoid getting moisture and liquids on the device/accessories.
- The laptop should be shut down when it is not in use.
- Air vents should be clear of dust, lint, or any other debris.
- The device should never be operated on a soft surface such as a pillow or even a child's lap. ***It should always be used on a hard, flat surface.***
- If the Chromebook begins to feel unusually hot, immediately shut down the device.
- Devices should be left in a secure location when not in use.
- Under no circumstances should devices be left in unsupervised areas.
- Too much pressure may crack the screen. Avoid placing anything on top of or inside of the device.

Policy Changes

The Ross Local School District reserves the right to modify, adapt, or alter any part of this policy at any time as deemed necessary by the district administration.

Testing

Students will receive various district and state tests during the school year. Parents will be notified through the Elda Press Newsletter, the website, or teacher newsletters when these tests are scheduled.

Textbooks, Workbooks, Technology

Textbooks and technology are purchased and supplied by the Board of Education. The students are expected to properly care for these books and devices. In case of damage to, or complete loss of a book, the student will be expected to reimburse the school board. Parents are expected to pay for these supplies and workbooks. If there is a problem, please contact the school office. A monthly payment schedule can be arranged. Students' grade cards will be held each quarter until a payment is made. One quarter of the workbook fees must be paid each quarter in order to release the grade card. The student's grade card will be retained in the office. Unpaid fees will be added to the following year's fees.

Title One Letter

A letter to parents of students receiving Title One Services

To: All Parents of Title I Served Students

From: Ross Local School District

Date: August 21, 2019

As a parent of a student at Elda, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the Ohio Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the Ohio Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major: whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications. If you need more information, call 513-863-1253.

TOYS, ELECTRONIC DEVICES, GAMES AT SCHOOL

Students are discouraged from bringing personal toys, games, etc. to school. We **will not** be held responsible for anything brought to school that is damaged, broken, or stolen. There are many things for students to do during recess. It is not necessary for students to bring their personal items to school for recess. Students may not use or display electronic devices including, but not limited to, cell phones, MP3 players, CD players, hand held video games, etc. during school hours. Elda Elementary Staff will not be responsible for investigating the loss or theft of these items.

Updating Family Information

Parents should immediately notify the school when there are any changes in a student's address, phone number or any other information. This information should also be updated in Final Forms, <https://ross-oh.finalforms.com>. If the family status changes because of divorce or legal separation, or if the child lives with someone other than his/her natural mother and father, proof of custody or guardianship must be provided to the school office.

Vacation Days

Students may be taken out of school for trips or vacations a maximum of 5 days per school year. **At least two weeks advance notice must be given to administration for the absences to be considered excused.** The responsibility for such absences resides with the parent(s), and they must not expect any work missed by their child to be re-taught by the teacher. It is the responsibility of the student/parent to notify teachers and to request work. The two-week time frame must be strictly followed in these cases.

Visitors

Please stop by the office to sign in and pick up the needed visitor's pass. All passes must be worn on the upper left shoulder/chest area. Anyone not wearing a visitor pass will be stopped and escorted to the office. There are a few times during the school year, however, when visits might be detrimental to the children because of particular circumstances, such as a testing program or some other special event. Please contact your child's teacher by phone to schedule a time before coming to visit. Please check in the office the day of visitation. This will provide an opportunity for us to become acquainted and also helps protect your children by making it easier to keep track of any strangers in the building. Students are not to bring other students or younger brothers or sisters without permission from the principal.

Volunteers

Parents are encouraged to volunteer services in individual classrooms, the office, the library, or an area of interest. If you would like to become involved with Elda Elementary School feel free to contact the teacher or the office. We will be happy to utilize your talents.

Weapons

Students are not permitted to transport/carry, possess or use any instrument, device or object which is designed to look like a firearm or object which is designed to look like any other type of weapon. If/When a student is found to have a weapon, the teacher is to notify the principal immediately. Discipline will be handled by the principal or designee following board policy.

Withdrawal

Students who withdraw from school should inform the office so that the proper record can be made. All books and supplies that belong to the school should be returned. Fees owed to the school must be paid before a student withdraws from the district. Failure to pay fees will result in the withholding of a student's grades. The student's records will be forwarded upon request, accompanied by a parent permission slip, to the new school he/she plans to attend.

DISCIPLINE

Philosophy

Teachers of Elda Elementary School teach, model, and recognize appropriate behavior. We will use Positive Behavior Intervention and Supports (PBIS) to guide our students' development. We believe that the best way to support behavior development of students is through the teaching and reinforcing of appropriate behaviors. When students make inappropriate choices, we will work to communicate with parents so that the behaviors can be addressed at home as well as at school. When instances occur of a student breaking school rules or the code of conduct, they will be addressed on a case by case basis. Students should develop good manners and courtesy at school as well as other places. A pleasing atmosphere will be created if students are courteous to each other and to teachers. Respect for elders is considered fundamental. Parents of students demonstrating poor behavior will be notified.

Code of Regulations for Conduct of Students

Any pupil engaging in the types of conduct either specifically or generally like the kinds of conduct listed below is subject to expulsion, suspension, removal or permanent exclusion from curricular or extracurricular activities pursuant to Sections 3313.661 and 3313.662, Ohio Revised Code. Compliance to the Student Code of Conduct is mandatory. (Revised and Adopted May 29, 2008)

The types of conduct prohibited by this code of regulations are as follows:

1. Damage or destruction of school property on or off of school premises.
2. Damage or destruction of private property on school premises or in areas controlled by the school.
3. Damage or destruction of property belonging to a school employee, or anyone connected with the school district, whether on or off school premises.
4. Assault or battery of a school employee, student or other person on school premises, while in the custody or control of the school, or in the course of a school related activity.
5. Possession or use of self-defense devices.
6. Fighting, assault and/or inappropriate contact between students.
7. Chronic misbehavior which disrupts or interferes with any school activity.

8. Disregard of reasonable directions or commands by school authorities including school administrators, teachers and other school personnel.
9. Any disruption or interference of school activities, or misconduct by a pupil on or off of school property.
10. Presence in areas during school hours or outside school hours where a student has no legitimate business without permission of a school administrator or teacher.
11. Leaving school during school hours without permission of the proper school authority.
12. Distribution of pamphlets, leaflets, buttons, insignia, etc. without the permission of the proper school authority.
13. Demonstrations by individuals or groups causing disruption to school activities.
14. Disrespect to administrators, teachers or other school personnel.
15. Skipping detention.
16. Refusing to take detention or other administered discipline.
17. Falsifying of information given to school authorities.
18. Buying, selling, using, having used, possessing or being under the influence of any controlled substance (drugs, narcotics, marijuana, etc.); or buying, selling, distributing, using, possessing, having possessed, or being under the influence of any counterfeit controlled substance (any substance that is made to look like a controlled substance, or is represented to be a controlled substance, or that you think is a controlled substance).
19. Buying, selling, transferring, distributing, using, or having used, or unauthorized use or possession of any drug, medication, inhalant or other substance which can be taken internally where the student or students involved cannot show a legitimate health or other reason for the use of such substance.
20. Possessing, using, having used, or being under the influence of any alcoholic beverage, inhalant, or intoxicant of any kind, or selling of drugs, drug paraphernalia, or alcohol on school premises or at a school sponsored function.
21. No student shall smoke, use or possess any substance containing tobacco, including, but not limited to, cigarettes, cigars, a pipe, a clove cigarette, and chewing tobacco, or use of tobacco in any other form. Students shall not use or possess simulated cigarettes (i.e e-cigarettes). As provided in 3313751, Ohio Revised Code, it shall be a violation of this rule to use or possess tobacco in any form at any time anywhere on school premises and/or at any school activity regardless of its location.
22. Turning in false fire, tornado, or disaster alarms.
23. Making a bomb threat or any kind of threat to any school building, property, or vehicle.
24. Placing signs or slogans on school property without the permission of the school authorities.
25. Extortion of a pupil or school personnel.
26. Forgery of school related documents.
27. Cursing.
28. Truancy.
29. Cheating or plagiarizing.
30. Harassment, intimidation or bullying of students in written form, verbal form or in any other medium of communication.
31. Harassment or hazing of school employees on or off of school premises, or misconduct by a pupil regardless of where it occurs, that is directed at a school official or employee.
32. Theft or possession of stolen property.
33. Gambling.
34. Tardiness.
35. Improper or suggestive dress.

36. Engaging in sexual acts or displaying excessive affections or other inappropriate behavior with a person of the same or opposite sex on school premises or at a school related function.
37. Publication, possession or distribution of obscene, pornographic or libelous material.
38. Use of indecent, abusive or obscene language in oral, written or in any other medium of communication.
39. Indecent exposure.
40. Arson, or inappropriate use of fire.
41. Failure to abide by reasonable dress and appearance codes set forth in the student handbook or established by the administration or the Board of Education.
42. Failure to abide by the rules and regulations set forth by the administration for student parking.
43. Disobedience of driving regulations while on school premises.
44. Presence on school property with a communicable disease.
45. Willfully aiding another person to violate school regulations.
46. Convey, attempt to convey or knowingly possess a deadly weapon, lookalike weapon, any item intended to be used as a weapon, or dangerous ordinance onto any property owned or controlled by, or to any activity held under the auspices of the Board of Education.
47. Selling, offering to sell, distributing, or possession of a controlled substance, or drug paraphernalia on school premises or at a school related function (trafficking drugs).
48. Carrying concealed weapons.
49. Aggravated murder, murder, voluntary manslaughter, involuntary manslaughter, felonious assault, aggravated assault, rape, gross sexual imposition, or sexual penetration.
50. Any type of prohibited activity listed herein engaged in by a student on school premises, on a school bus, or while in the control or custody of the school district regardless of whether on or off of school premises, or at a school related activity regardless of location, shall be reason for expulsion, suspension, removal or permanent exclusion from school.
51. Commission by a pupil of any crime in violation of the Ohio Criminal Code, Ohio Traffic Code or the Ohio Juvenile Code on school premises or while in the control or custody of the school district regardless of whether on or off of school premises, or at a school related activity regardless of location.
52. Any other activity by a pupil which the pupil knows or should know will disrupt the academic process of a curricular or extracurricular activity while on school premises or while in the control or custody of the school district regardless of whether on or off of school premises, or at a school related activity regardless of location.
53. Any action judged by school officials to involve misconduct and not specifically mentioned in other sections may be dealt with as insubordination.
54. Threats of physical harm or damage to school property, school personnel, parents, students, or other individuals, in either written, verbal or within any other form of communication.
55. Behavior, which causes, results in, or may result in the creation of fear, panic, intimidation, or a threatening atmosphere regardless of whether on or off of school premises or at a school related activity regardless of location.
56. Any violation of the district computer network and internet acceptable use policy.
57. Statements, oral, written or over any other medium of communication, which causes, results in or may result in the creation of fear, panic, intimidation, disruption of the learning environment or a threatening atmosphere regardless of whether on or off of school premises or at a school related activity regardless of location.

