

# Shawnee Elementary School

## Student – Parent Handbook

Huron City Schools



2010 ~ 2011

[www.huronhs.com](http://www.huronhs.com)

## **HURON CITY SCHOOLS MISSION**

The mission of the Huron City Schools, a system committed to academic excellence, is to guarantee that all students will reach their maximum potential, to be lifelong learners who succeed in a global society by ensuring a dedicated staff, an enriched environment, and a comprehensive and innovative curriculum in partnership with our community.

**2010-2011**  
**Shawnee Elementary School**  
**Student-Parent Handbook**

Shawnee Elementary School  
712 Cleveland Road East  
Huron, Ohio 44839

(419) 433-1234 ext. 5500

School Office Hours: 7:30 a.m. – 4:00 p.m.

School Day:	8:40 a.m.	First Bell	(Students may enter building)
	8:50 a.m.	Classes Begin	(Tardy bell rings)
	3:30 p.m.	Dismissal	

**WELCOME**

Dear Parents and Students,

Shawnee Elementary School is where our tradition of “*Excellence in Education*” begins in the Huron City Schools! Children are number one in our school. Our parents/guardians and staff make this possible by taking an active interest in shaping the future through providing quality learning experiences, encouragement, support and guidance.

This handbook was designed to provide you with information concerning Shawnee Elementary School and to inform you of the rules and procedures of our school. I encourage you to read this document together with your child. If you have any questions, concerns or problems about the information in this handbook or about any related issue, please call the office so we may assist you.

Sincerely,

Satanta C. Vonthron  
Principal

EXCELLENCE CAN BE ATTAINED IF YOU:  
CARE MORE THAN OTHERS THINK IS WISE,  
RISK MORE THAN OTHERS THINK IS SAFE,  
DREAM MORE THAN OTHERS THINK IS PRACTICAL,  
AND EXPECT MORE THAN OTHERS THINK IS POSSIBLE!

– Unknown

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The policies and regulations contained in this handbook were approved and adopted by the Huron Board of Education and carry legal status as determined by state statute.

### PHILOSOPHY and POLICIES

**Philosophy of the Huron City Schools** – “Freedom Within a Framework With Due Respect for the Dignity of the Individual and the Rights of Others.”

The Huron City Schools are primarily interested in a continuous program of evaluating a student’s needs, interests, attitude and abilities; and in providing the areas of learning through selective books, instructional aides, and direct experiences with parallel the student’s growth.

The selection of concepts of the vast array of knowledge is in the identification of certain general concepts, which give meaning to modern, living or which define the basic ideas comprising a field of knowledge. Concepts are also chosen which have promise of significance to learners at various stages in their development. Expert teacher guidance is provided to help the student select from each experience the elements, which add to his conceptual framework.

The Huron City Schools are attempting to keep up with the changing developments of the universe. As men explore to develop new patterns of change, so the curriculum will change to recognize these newly emerging themes, which in turn act to shape the society, which spawned them. Change, in itself, should not affect the mature individual as to his sense of values. Change may affect the students’ vocation or his health. However, command of fundamental processes, worthy home membership, democratic citizenship, worthy use of leisure time and ethical character, are founded upon intellectual, cultural, and spiritual dimensions.

The educational program with the Huron City Schools will stress those values basic to creating a desire and capacity within the student to become an acceptable and worthy member of a society of free man. These values to include:

- the worth and dignity of the individual
- the ultimate belief in the brotherhood of man
- concern for progress
- a zeal for scholarship
- the constant search for truth

Value qualities of:

- the ability to cooperate
- the ability to contribute
- to accept responsibility
- to keep an open mind
- the highest image of personal living
- the recognition of ability and skill
- the acceptance of a need for spiritual development.

### **Confidentiality Policy**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that schools, with certain exceptions, obtain written parental consent prior to the disclosure of personally identifiable information from your child’s education records. However, schools may disclose appropriately designated “directory information” without written consent, unless the parent has advised the school in writing to the contrary. The primary purpose of directory information is to allow the school to include this type of information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama or musical production;
- The annual yearbook;
- Honor and merit rolls or other similar recognition lists;
- Graduation, activity, club and banquet programs;
- The morning school announcements; and
- Sports activity sheets, such as wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to companies that manufacture class rings, publish yearbooks or take school pictures. In addition, two federal laws require local educational agencies (LEA’s) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless the parent has advised the LEA in writing that the parent does not want the child/student’s information disclosed without the parent’s written prior consent.

If you do not want the school to disclose directory information from your child’s educational records without your prior consent, you must notify the school by the end of the first week of classes. The school has designated the following information as

directory information (Note: LEA may also consider it directory information, but does not have to include all of the information listed below.):

- Student's name;
- Participation in officially recognized school activities and sports;
- Address;
- Telephone listings;
- Weight, height and grade of athletic teams;
- Electronic mail address;
- Degrees, honors and awards received;
- Major field of study;
- Dates of attendance;
- Grade level; and
- The most recent educational institution attended.

The release of photographs will be addressed via a Minor Photo Release Form, which will be sent home to the parents at the beginning of the school year. Legal sources for the above are: Section 9528 of the ESEA (20 USC 7908) as amended by the No Child Left Behind Act of 2001 (PL 107-110), the education bill and 10 USC 503, as amended.

#### **HIPPA / FERPA Intent to Inform Notice**

Huron City Schools participates in the Community Alternative Funding System (CAFS). CAFS is a federally funded reimbursement program. We use a third party billing agency to submit CAFS claims. The agency, WESwurd, LLS, is owned and operated by Susan Bollin and the mailing address is P.O. Box 105, Holland, Ohio 43528. WESwurd is in compliance with all federal privacy laws including the Health Insurance Portability Accountability Act (HIPPA) established in 1996.

The following is a list of personally identifiable information shared with WESwurd; student's name, date of birth, social security number, district of residence, school of attendance and professional services documentation. Professional services include screenings and assessments to determine eligibility for and provision of services such as speech, occupational therapy, physical therapy, nursing, counseling, work study, case management and psychological evaluations. The provision of services may include; time child is serviced, treatment goals and progress or outcome noted.

It is your right to deny access to personally identifiable information or revoke the use of it for purposed of CAFS billing. Services will be provided regardless of disclosure of personally identifiable information. Copies of WESwurd's privacy policy are available upon request. All requests should be made in writing and mailed to Susan Bollin, CAFS Coordinator, P.O. Box 105, Holland, Ohio 43528.

#### **Non-Discrimination Policy**

The Huron School District hereby gives notice that it does not discriminate on the basis of race, color, national origin, sex and disability in the educational programs and activities by the district.

It is the policy of the Huron School District that educational programs and activities are provided without regard to race, color, national origin, sex and disability.

No student shall be denied admission to the Huron School District or to a particular course or instructional program or otherwise discriminated against for reasons of race, color, national origin, sex and disability or any other basis of unlawful discrimination.

To carry out these policy statements, persons and offices as identified herein shall be responsible for compliance within designated areas:

**Title IX Coordinator**

*(Non-discrimination on the basis of sex)*

Ms. Satanta C. Vonthron (or Building Counselor)  
Shawnee Elementary School  
419/433-1234 ext. 5502

**Title VI Coordinator**

*(Non-discrimination on the basis of race, color or national origin)*

Mr. Frederick Fox or designee  
Huron Board of Education Office  
419/433-1234 ext. 5001

**Section 504 Coordinator**

*(Non-discrimination on the basis of disability)*

Mrs. Megan Peugeot or designee  
Huron Board of Education Office  
419/433-1234 ext. 5006

Questions or requests for information should be directed to the appropriate office or person.

**Anti-Harassment / Bullying Policy**

Bullying behavior by any student in the Huron Public Schools is strictly prohibited and such conduct will result in disciplinary action. This action will be consistent, predictable and escalating with each offense. Suspension and/or expulsion from school may be included. Bullying is defined as being any overt acts by a student or group of students directed against another student/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Bullying means any written, verbal or physical act taking place on or immediately adjacent to school grounds, at any school sponsored activity, on school-provided transportation or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

- Placing a student in reasonable fear of physical harm or damage to the student's property
- Physically harming a student or damaging a student's property
- Insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student
- Engaging in social exclusion through spreading rumors, gossip, coercion or manipulation or social relationships.

Students and parents may file written or verbal reports concerning suspected bullying behavior. These complaints should be directed to the building principal or assistant principal and they will be reviewed in a timely manner. This may also be achieved using a computer utilizing the school district's web site anonymously or using the anonymous note/letter box located in each building.

A copy of the complete Bullying Policy may be found on our web site [www.Huronhs.com](http://www.Huronhs.com) or obtained in any building office.

### **Acceptable Use and Internet Safety Policy**

The Huron City School District is pleased to make available to students access to interconnected computer systems within the District and to the Internet, the worldwide network that provides various means of accessing significant educational materials and opportunities.

In order for the Huron City School District to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the school's teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Each student will receive a copy of the Acceptable Use and Internet Safety Policy ("Policy") of the Huron City School District and Data Acquisition Site that provides Internet access to the District. Upon reviewing, signing and returning this Policy as the students have been directed, each student will be given the opportunity to enjoy Internet access at school and is agreeing to follow the Policy. If a student is under 18 years of age, he or she must have his or her parents or guardians read and sign the Policy. The School District cannot provide access to any student who, if 18 or older, fails to sign and submit the Policy to the school as directed or, if under 18, does not return the Policy as directed with the signatures of the student and his/her parents or guardians.

Upon receiving the Acceptable Use and Internet Safety Policy, please review with provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the person that your school has designated as the one to whom you can direct your questions. If any user violates the Policy, the student's access will be denied, if not already provided or withdrawn and he/she may be subject to additional disciplinary action.

### **Medication Policy**

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication to a student during school hours will be permitted only when failure to take such medicine would jeopardize the health of the student or the student would not be able to attend school if the medicine were not made available during school hours. If under exceptional circumstances a child requires medication which a parent or guardian cannot be at school to give, the following procedures will be followed:

1. The medication (prescription OR non-prescription) must be brought to school by the parent/guardian in the container in which it was dispensed by the physician or pharmacist. Medication may not be transported by a student onto school grounds.
2. Container must be labeled with the student's name, name of drug, time, dosage, and method of administration to be followed.
3. All medication (prescription OR non-prescription) must be accompanied by a completed Physician's Order Form. This form is available in the school office as well as doctor's offices.
4. It is the student's responsibility to come to the office at the appropriate time for any needed medication.

### **District Policy and Plan for the Identification of Children Who Are Gifted**

Huron City School District follows the March 2008 "Operating Standards for Identifying and Serving Gifted Students" and has an approved plan on file with the Ohio Department of Education.

There are two opportunities each year for assessment to identify students who perform or show potential for performing at high levels of accomplishment in the areas of superior cognitive ability, specific academic ability, creativity, and visual and performing arts. Referrals for assessment are accepted on an on-going basis using the process outlined in the "Information for Parents and Notice to Parents" brochures available at the district offices. This brochure also explains the withdrawal procedures and the process for appeals.

- The *District Policy and Plan for the Identification of Children Who Are Gifted* describes the eligibility criteria, the identification plan, and the appeals process allowable by HB282; and
- The *Notice for Parents - Assessment Instruments Used for Gifted Identification* lists the instruments accepted by the Ohio Department of Education for both screening and identification.

Students identified as gifted need differentiated curriculum and instruction through a continuum of services. Examples of such services may include large group instruction, subject acceleration, early entrance, small group instruction, honors courses, and dual enrollment opportunities. For further information regarding gifted identification, contact the appropriate building principal or the Director of Gifted Education.

## **SCHOOL DIRECTORY and CALENDAR**

### **Huron Board of Education**

Mrs. Donna Green	President
Mrs. Nancy Bulea	Vice President
Mr. Kevin Asher	
Mr. John Caporini	
Mr. Scott Slocum	

### **Central Office Administration**

Mr. Frederick Fox	Superintendent
Mr. Michael Weis	Treasurer
Mrs. Megan Peugeot	Psychologist
Ms. Christine Standing	Curriculum Director
Mr. Jim Blodgett	Transportation, Buildings and Maintenance Director
Mrs. Sue Whitaker	Food Service Coordinator

### **Shawnee Elementary School Administration, Faculty and Staff**

Ms. Satanta C. Vonthron	Principal
Mr. Keith Lobsinger	School Resource Officer
Mrs. Kathie McGraw	Secretary
Mrs. Amanda Arthur	Gifted Intervention Specialist
Mrs. Karen Berry	Preschool
Mrs. Mary Alice Boucher	Educational Aide
Mrs. Margaret Carter	Speech and Language Pathologist
Mrs. Alex Correll	Intervention Specialist
Mrs. Jan Fortune	Art
Mrs. Kelly Franks	Cafeteria Staff
Mrs. Dee Frausto	Second Grade
Mrs. Tracy Gadd	Cafeteria Staff
Mrs. Jessie Gimperling	First Grade
Mrs. Sharon Gundlach	Library Technician
Mrs. Louise Hoty	Second Grade
Mrs. MaryAnn Jefferis	Title 1 Reading Specialist
Mrs. Beth Kluding	Second Grade
Mr. Bobby James	Physical Education
Mrs. Kirsta Lagando	Kindergarten
Ms. Christine Legg	Kindergarten
Ms. Debbie Phinney	Kindergarten
Mrs. Kelli Malone	Kindergarten
Mrs. Vickie Meadows	Music
Mrs. Katy Mischler	First Grade
Mrs. Belinda Ommert	Head Cook
Mrs. Mary Pisano	Cafeteria Staff
Mrs. Laurie Price	Educational Aide
Mrs. Dayle Ritter	Guidance Counselor
Mrs. Tina Ryan	Custodial Staff
Mrs. Peggy Scheid	Preschool Intervention Specialist
Mrs. Dana Skavnak	Physical Education
Mrs. Genie Solomon	Response to Intervention Specialist
Mrs. Jo Spittler	First Grade
Mrs. Christy Thomas	Second Grade
Mr. John Turnisky	Head Custodian
Mrs. Angie Vogus	Second Grade
Ms. Patti Waldrop	First Grade

Mrs. Janis Wallace “Nursie”            School Nurse  
Mrs. Sue Woolsey                        Educational Aide

### **Huron City School District 2010-11 School Calendar**

August 24 – 25	Teacher Work Days
August 25	Open House at Shawnee 6:30 p.m. – 8:00 p.m.
August 26	First Student Day
September 6	Labor Day – No School
October 15	Teacher In-Service – No School
November 11 & 15	Parent/Teacher Conferences
November 25 – 27	Thanksgiving Break – No School
Dec. 21 – 31	Winter Break – No School
January 17	Martin Luther King, Jr. Day – No School
January 27 & 31	Parent/Teacher Conferences
February 18	Staff Day – No School
February 21	Presidents’ Day – No School
April 22 – 29	Spring Break – No School
May 30	Memorial Day – No School
June 2	Last Student Day
June 5	Huron High School Graduation Day

In the event that make-up days are necessary the dates will be determined at a later time.

## **ADMISSIONS and ATTENDANCE**

### **Student Admissions**

New kindergarten students must be five years old on or before September 30. Registration is held each spring along with a kindergarten screening process.

When registering any new student, parents must present an original birth certificate, immunization records, social security number (optional), two approved proofs of residency and custody papers, if applicable. If transferring from another school district, parents should arrange through our office to have copies of academic records sent to Shawnee. This will insure the proper placement of the child in our academic programs. Failure to meet the time lines as set by the Ohio Revised Code will result in the principal reporting the case to the Huron Police Department or other appropriate agency.

In order to comply with “The Missing Children Act,” parents are required to call the school to verify student absences. We require a phone call from the parent/guardian to the school office.

### **Attendance**

Excused Absences – *If your child is absent:*

1. Call the Shawnee Office at 419/433-1234 ext. 5500, between the hours of 7:30 am. – 9:30 a.m.
2. If your child is going to be absent, please be prepared to share the following information when your call is answered:
  - a. Your name and relationship to the student (mother/father/guardian)

- b. Student's first and last name
  - c. Student's grade level
  - d. Student's teacher's name
  - e. Reason for absence
  - f. Request homework (Homework is NOT sent home for absences of only one day.)
3. If we do not receive a call and cannot reach a parent/guardian, the student will be considered unexcused or truant. If an absence is unexcused, tests and assignments cannot be made up and the student will receive no credit for the day's assignments.
  4. If you are planning a vacation, please be sure to contact the office at least five days in advance of the trip, as there is a special form that must be completed. The student is responsible for making up classroom assignments and tests.
  5. Any parent/guardian without phone service or having a special problem should contact the school principal.
  6. Attendance in class is a necessary part of education. Regular attendance and being on time are important to successful learning. Excessive absenteeism or tardiness will be reported to the Attendance Officer.

You must call the school EVERY DAY that your child is going to be absent or tardy. If we do not receive a call by 9:30 a.m., we are required to call you directly at home or work.

#### **Tardiness – Determining Tardiness or Absence, Full or Half Day**

1. The school day is from 8:50 a.m. until 3:30 p.m.
2. Students are expected to be at school and in their classrooms at 8:50 a.m. **Any student who arrives late must report to the office.**
3. Tardiness – A student who arrives in class between 8:50 and 9:50 a.m. is considered tardy. (Exception: late buses, excused for being in the office, with the counselor, nurse, or another teacher.)
4. A student who arrives after the start of school will receive an unexcused tardy, which accumulates towards detentions, unless he/she has a medical, court or counseling note signed by the appropriate official. Students may accumulate detentions as follows:  
**1 – 5 Tardies = NO penalty**  
**6 – 11 Tardies = Warning to parents, possible detention or loss of school privileges**  
**12 or more Tardies = Referral to School Attendance Officer**
5. Absent Half Day A.M. – A student who arrives at school between 9:50 a.m. and 12:15 p.m. is considered absent for one half day.
6. Absent Half Day P.M. – A student who leaves school between 12:15 p.m. and 2:30 p.m. is considered absent for one half day.

7. Leaving School and Returning – A student who leaves school after 9:05 a.m. and returns to school is not considered absent for school records. If a student is not in class, he/she will be considered absent from class.
8. Absent Full Day – Any student who is not present at school or arrives after 9:10 a.m. and leaves prior to 2:30 p.m. will be considered absent all day.

### **Make-up Work Due to Absence**

When a student is absent from school due to illness, the student will be allowed the same number of days to complete missed classroom assignments, as he/she was absent. Responsibility for contacting and arranging a make-up work schedule with his/her teacher/s upon return to school rests solely with the student. Plans to handle schoolwork as the result of a planned absence is to be determined by the student and his/her teacher.

### **Leaving the Building**

Your child may not leave the building during the school hours without written permission. All students must be signed out in the main office by their parent/guardian before exiting the building.

### **Picking Up Students**

A parent/guardian picking up a student during school time must come to the office and ask for the student to be released. The office will call for the student to be excused from his/her classroom. A parent must sign the student out and wait in the main office area. If the student returns during the day he/she must report to the office before going back to the classroom.

### **Dismissal after Special Programs**

If your student is performing in a special program, such as the Christmas or Spring program, we prefer that the children stay at school for the remainder of the day and not leave early.

## **STUDENT BEHAVIORAL GUIDELINES and EXPECTATIONS**

The proper control and discipline of a school depends largely upon the degree of teamwork between parents, students and school personnel. Parents want and expect their children to acquire the habit of accepting responsibility for their actions, as well as observing common courtesies when dealing with others.

Our school expectations were designed to make Shawnee Elementary School a safe and positive place to learn. Good behavior will be rewarded. Behavior needing improvement will be worked on with each child individually. The principal will determine consequences for misbehavior with consideration being given to age, offense and discipline history.

Open communication with our parents is our objective. Parents/guardians will be contacted by the principal should the offense require support from the home. Your follow-up will help the growing process. If violations of either Shawnee or the Huron Board of Education Student Conduct Code are considered severe enough students may be suspended up to ten days for the offense.

## **General Rules**

1. Students are expected to be in the class in their assigned seat on time.
2. Students are expected to walk quietly throughout the building. They should keep their hands and feet to themselves.
3. Students are expected to speak and act kindly toward others. Profanity, vulgarity and disrespectful comments will not be permitted.
4. Students are expected to behave in a respectful manner toward adults.
5. Students are to listen to and follow directions when they are given.
6. Students are not to bring toys or items of value to school, including but not limited to the following: cell phones, MP3 players, radios, tape players, cameras and electronic games.
7. Students are not to chew gum while in school.

## **Student Conduct**

*Rights and Responsibilities:* Students attend school in the Huron City School District under the direction of state law and with the full benefit of constitutional protection for their rights as citizens. They may act, speak or behave as your citizens. This code, published in conformity with Ohio Revised Code 3313.66, specifies the school's expectations. Pupils have a right to reasonable treatment by the school and its employees. The school, in turn, has a right to expect reasonable behavior from students. Freedom carries with it responsibilities for all concerned.

*Methods of Discipline:* The principal is charged with proper enforcement of discipline in his/her total school setting. He/she has the discretionary authority to use or authorize other certificated personnel to use the following disciplinary measures to correct student misbehavior:

- Positive action by teachers to inspire correct behavior
- Counseling by teachers, guidance counselors and principals
- Parental conferences
- Assign detentions
- Loss of school privileges
- Assign In-School-Restriction (ISR)
- Emergency Removal
- Suspension of bus privileges
- Suspension from school
- Restitution
- Referral to police and/or juvenile court
- Recommend to the Superintendent for expulsion

*Detention:* Detention given by the principal and/or teacher will be served on the day it is assigned or the following school day at the principal's discretion. Detention will be held during recess or after school. Students shall remain quiet during the detention period. Failing to attend or being removed from an assigned detention will result in a more serious penalty that could include additional detentions and/or out of school suspensions.

*In-School-Restriction:* In-School-Restriction (ISR) provides the school the opportunity to administer corrective discipline and allows the student to serve his/her penalty without

major disruption to their education. Students will get their assignments ahead of time from their teachers and take the assignments, along with all needed materials to the ISR area on the day(s) assigned. ISR does NOT count towards a student's total number of days absent.

*Student Discipline Code:* Violation by a student of any one or more of the rules of conduct may result in disciplinary action as set forth above. This applies to all students during the school day and all after school activities.

*Disruption of School:* A student shall not by use of violence, force, coercion or threat cause material disruption or obstruction to daily school activity. Examples of disruption include, but are not limited to unusual dress and appearance, bomb threat, setting off fire alarms, strike or walkout, use of stink bombs, impeding free traffic to or within the school.

*Damage to School Property:* A student shall not cause damage to school property. Examples of school property include, but are not limited to trees, landscape, fencing, athletic facilities, buildings, chairs, tables, doors, walls, ceilings, windows, plumbing facilities, desks, lockers, lighting fixtures, heating and air conditioning fixtures, instructional materials, transportation vehicles.

*Damage to Private Property:* A student shall not cause or attempt to cause damage to private property on school premises during the school day, during a school activity, function or event on or off school grounds.

*Physical and/or Menacing Assault:* A student shall not act or behave in such a way as could cause physical injury to another student, teacher, visitor or other employee of the school district. No student shall knowingly cause another student to believe that he/she (the offender) will cause serious physical harm to the person or property or such other person.

*Dangerous Weapons and Instruments Including Fireworks:* A student shall not possess, handle, transmit or conceal any weapon or instrument capable of harming another person, including, but not limited to guns, rifles, knives, ice picks, switch blades, brass knuckles, and chemicals.

*Narcotics, Alcoholic Beverages and Drugs:* A student shall not possess, use, transmit, conceal or be under the influence of narcotics, counterfeit drugs, alcoholic beverages or drugs. Narcotics and drugs are defined as any narcotic, counterfeit drug, medicine pill, chemical preparation, plant, seed or derivative thereof a hallucinogen, barbiturate or amphetamine. Use of these is strictly prohibited except those prescribed by a duly licensed physician.

*Tobacco:* A student shall not use or possess tobacco products on school property or during a school activity or function on or off school grounds or aide or abet smoking by another student by serving as a watchman.

*Insubordination:* A student shall comply with reasonable directions of teachers, student teachers, substitute teachers, teacher aides, principal, assistant principal or other authorized school personnel during any period of time the student is under the authority

of school personnel. Repeated violation of any minor rule, directive or discipline procedure shall constitute insubordination.

*Profanity and/or Obscene Language:* A student shall not use written or verbal profanity or obscene language, obscene gesture, sign, picture or publication in communication with a faculty member, authorized personnel or student.

*Truancy and Tardiness:* A student is truant when absent from school or any portion thereof, without school authorization and parental consent. To be excused from school, the reason must meet the school's conditions and the Ohio Revised Code. For prolonged or repeated absence, a doctor's certificate may be required to verify the absence in question. A student shall not be tardy to school or class.

*Theft:* A student shall not be in a school building unless he/she has permission and a school employee is present.

*Violation of the Law:* A student shall not violate any law or ordinance when the student is under the authority of school personnel.

*Leaving School Grounds:* A student shall not leave the school grounds during the regular school day without permission from the principal.

*Frightening, Degrading or Disgraceful Acts:* A student shall not frighten, degrade or disgrace any person in writing, verbally or by gesture.

*Use of Inappropriate Dress:* A student shall not dress in a fashion deemed inappropriate because it interferes with the student's health and welfare or that of other students or causes disruption or directly interferes with the educational process.

*Violation of Board Policies or School Rules and Regulations:* Such policies, rules and regulations will be included in the student handbooks.

### **Interviewing Students**

Caseworkers of Erie County/Huron County Children Services, any Probation Officer of Family Court, and Custody Investigator of Family Court, with proper identification, have the right to contact and interview any child at any school in Erie County privately and without consent of parent. This is pursuant to the responsibility given to Erie County/Huron County Children Services for the investigation of abuse and neglect charges under the authority of the juvenile laws of the State of Ohio. Other law enforcement officers may talk with a child at school or take other necessary measures regulated by the judicial laws of the local, county, state and federal government agencies. The principal shall exercise appropriate "duty of care" and act in place of the parent where necessary.

### **Little Tigers Preschool Behavior Management / Discipline**

- A. A preschool staff member in charge of a child or a group of children shall be responsible for their discipline.
- B. The Center shall have a written discipline policy describing the Center's philosophy of discipline and the specific methods of discipline used at the Center. This written policy shall be on file at the Center for review. Constructive,

developmentally appropriate child guidance and management techniques are to be used at all times and shall include such strategies as redirection, separation from problem situations, talking with the child about the situation and praise for appropriate behavior.

- C. The Center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:
  - a. There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking or biting.
  - b. No discipline shall be delegated to any other child.
  - c. No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
  - d. No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box or a similar cubicle.
  - e. No child shall be subjected to profane language, threats or derogatory remarks about himself or his family or other verbal abuse.
  - f. Discipline shall not be imposed on a child for failure to eat, failure to sleep or for toileting accidents.
  - g. Techniques for discipline shall not humiliate, shame or frighten a child.
  - h. Discipline shall not include withholding food, rest or toilet use.
  - i. Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a preschool staff member in a safe, lit and well-ventilated space.
  - j. The Center shall protect children from abuse and neglect while in attendance in the preschool program.
- D. Shawnee Elementary School fosters mutual respect that is shared between all members of the school's community: administrators, teachers, parents, students and community members.
- E. The parent of a child enrolled in the Center shall receive a written copy of the Center's discipline policy.
- F. All preschool staff members shall receive a copy of the Center's discipline policy for review upon employment.

### **Recess**

Students will go outside for recess whenever possible. The state of the weather, including wind, temperature, rain or snow, will be taken into consideration before children are sent outside. To be excused from recess a student must have:

- a. A note from parent/guardian (good for one day)
- b. A written doctor's excuse is needed after three consecutive days
- c. A note from teacher with the principal's approval

Please make sure that your student is properly dressed for recess when he/she comes to school.

## **Playground Rules**

Games and activities that are safe and promote good sportsmanship will be permitted. For the safety of all, the playground supervisor must be obeyed. Unsafe behavior will result in the loss of playground privilege. All students are expected to help keep the playground clean and use the playground equipment in the way in which it was intended.

1. Students are not to play on the sidewalk areas, near doors or windows.
2. Students are not permitted to reenter the building for any reason except injury or illness.
3. Students are to play in assigned areas.
4. Students are not to play on or near fence areas.
5. Students may not play near cars in the parking lot.
6. Students are to stay off snow piles and are not to slide on the ice.
7. Students are not permitted to throw sand, stones, shredded rubber, snow, etc.
8. Students are not to participate in rough behavior, such as hitting, pushing, shoving, fighting, pinching, biting, spitting, name-calling, tackle football, pulling clothes.
9. Students are not to use hard baseballs/softballs or bats.
10. Students are not to grab other's playground equipment, such as playground balls or jump ropes.
11. Skateboards, roller blades, scooters, bicycles, etc. are not permitted.
12. Students are to use playground equipment safely, examples include, but are not limited to:
  - No standing on or jumping from swings
  - Go down the slide seated, feet first
  - No climbing up slides
  - No climbing on top of the horizontal ladder
  - Remain a safe distance from swings in use
  - Only one student on a swing at a time
13. Students will line up promptly when the bell rings and remain quiet while entering the building in a single file line.

## **Indoor Recess**

Weather conditions, on occasion, make indoor recess a necessity. If this happens, students are expected to remain in their classrooms. Children are asked to engage in quiet activities that can be done sitting down.

## **Dress Code**

The following are considered to be items of **acceptable school apparel**. Items are to be in good condition, clean, not torn and properly fitting:

- Shoes, sneakers, moccasins, athletic shoes, boots and sandals with back straps
- Please refrain from sending students to school in shoes without back straps, such as flip-flops, as these make it hard for students to manage while active, especially during recess
- Trousers, jeans, dresses, culottes, skorts, Capri pants, sweaters and blouses
- All pants must fit around the waist and be properly fastened

- Dress shorts from the first day of school through October 15 and from April 15 until the end of the school year
- Jogging suits
- Hats may only be worn outdoors

The following are considered to be **unacceptable items of school apparel**:

- Strapless garments, halter tops, muscle shirts or cropped tops/belly shirts
- Hats, caps, sweat bands and bandannas, except for a medical or religious purpose
- Clothing, patches and buttons that contain advertisements, symbols, words or pictures that are sexually suggestive, obscene or profane or are related to drugs, tobacco or alcohol products
- Garments that are “see through,” cut low, bare back or expose one’s midriff
- Pants, when fastened, that sag or fit below the waist; cut-off pants or jeans
- Net shirts without an undershirt
- Sweat pants without drawstrings
- Spandex shorts, gym shorts or other shorts worn over pants or sweat pants
- Sunglasses, unless specifically required by a doctor

Current clothing styles will be reviewed, as needed, but extremes are not acceptable. The principal shall be responsible for rendering decisions needed to interpret or cover the contingencies not covered in the dress code above. *If you wonder if what your student is wearing to school will cause a problem, please err on the side of caution and do not have him/her wear it.*

The principal will announce special dress days, such as Tiger Pride Week and Right-to-Read Week.

### **Physical Education Dress**

Rubber soled athletic shoes that fit the student’s feet and can be tied tightly, strapped, zipped or Velcroed *must* be worn to physical education classes for the safety of the student. A medical note must be written from a doctor or parent for a student to sit out from class. If a student misses physical education class, he/she will also miss recess.

## **HEALTH and SAFETY**

### **Health Regulations**

The home and school must work together to promote the welfare of the child and prevent the spread of disease. Symptoms such as fever, cold, rash, swollen glands, vomiting, diarrhea, etc., are sufficient reasons for keeping a child home. A child’s temperature should be normal for twenty-four hours preceding his/her return to school after an illness.

We are fortunate to have the services of a part-time nurse at Shawnee. She performs many duties, which help our children while attending school. All public schools are required to have on file immunization records for each student for diphtheria-tetanus (DT), whooping cough, measles (rubella and rubeola), mumps, and oral polio. A parent may also comply with Ohio law by filing a written objection to these immunizations with the Board of Education, if necessary.

## **Emergency Procedures**

In the event that a student becomes injured at school, the school nurse will be notified to examine the extent of the injury. Parent/guardian will be notified and an accident report will be kept on file. In cases of emergency, the rescue squad will be immediately called for assistance and the parent/guardian notified. Every effort will be made for the immediate care of the student. The handling of emergency cases is greatly expedited by keeping on file a record of parent/guardian or other persons who may be contacted in the event of such emergencies.

**PLEASE REMEMBER TO INFORM THE SCHOOL WHEN CHANGING YOUR TELEPHONE NUMBER, AND/OR EMERGENCY CONTACT INFORMATION.**

## **Insurance**

Insurance that will afford your child protection while in school, at home and on his/her way to and from school is available. Information about this program is sent home at the beginning of the school term for parent consideration.

## **Video Surveillance**

The safety of our students, our staff and the buildings we occupy must continue to be a priority. With that in mind, beginning in August of 2004, the Huron City Schools enhanced its safety program with video surveillance.

With the generous help from the Huron Eagles Arie #2875, along with the Huron Police Department, Huron City School busses and all buildings were equipped with video cameras. This action has taken the District's safety plan to the next level in our continued efforts to insure everyone's safety.

## **Fire and Tornado Drills**

Shawnee Elementary School will conduct monthly fire drills and tornado drills during designated months. These are held as a preparatory measure and in compliance with the Ohio Revised Code.

When the fire drill signal is given, students will follow the instructions of their teachers and proceed quickly and quietly out of the building to designated safety areas through specified exits as per the Building Crisis Plan.

When the tornado drill signal is given, students will follow the instructions of their teachers and proceed quickly and quietly to designated safety areas inside the building as per the Building Crisis Plan.

## **Emergency Closing of School**

If it is necessary for the Huron City Schools to close, delay or dismiss early, every effort will be made to notify parents/guardians through the following local radio stations: WLEC (1450 AM), WCPZ (102.7 FM) or WMJK (100.9 FM) and TV Channel 8. Stations will carry emergency announcements only after receiving word from the Superintendent. Please do not call the school offices for emergency closing information.

## CAFETERIA

### Lunch Prices

Shawnee offers a hot lunch program for the convenience of parents and students. Students are issued a lunch debit card. Parent may place any monetary amount in their student's account.

No student will be allowed to charge over \$10.00. Charges need to be paid by the end of each quarter or grade cards can be held.

### Guidelines for Lunchroom Conduct

1. Once students are seated, they are to remain seated until they finish their lunch and are excused.
2. Quiet conversations among students are appropriate. Unmannerly behavior can result in loss of lunchroom privileges.
3. Students must listen to and follow directions of the adult/s on duty.
4. Students must keep hands, feet and objects, including food, in control.
5. If assistance is needed, a student should raise his/her hand.
6. When excused from the cafeteria, a student is to leave his/her table quietly after picking up the area around his/her seat.
7. Students are to leave the cafeteria quietly and safely– no running.

### Free and Reduced Price Lunches

Federal free and reduced lunches are available to students according to need. Application forms are available in the school office. If there are any questions regarding eligibility for this program, please contact Mrs. Sue Whitaker at 419/433-1234 ext. 5007.

## LIBRARY / MEDIA CENTER

Students will go to the school library once a week to select books. Kindergarteners will choose one book for parents to read to them. Students in first and second grades will select two books per week. Children must return all their library books before checking out additional books. **Parents/guardians are responsible for lost or damaged books.**

If a student cannot find or damages the book that he/she borrowed, parents/guardians have two options for clearing their student's account:

1. Parents/guardians can pay for the lost or damaged book.
2. Parents/guardians can replace the book that was lost or damaged with the same title. If a student loses a hard cover book then the replacement must also be a hard cover book. The same procedure will be used for a paperback book. The replacement must be in good condition.

Student accounts need to be cleared by the end of each quarter or grade cards can be held. The library holdings can be searched from any computer with Internet access. For any parent interested in this feature, please contact the library.

All K-12 students in the state of Ohio have access to a wealth of electronic resources through INFOhio. These resources are accessible via the Internet at

<http://www.infohio.org>. Students will need to enter the following information when using the resources outside of school: See building library staff.

### **Library Rules**

1. Enter and exit the library using your best manners.
2. Keep hands, feet and objects to yourself.
3. Select a book as quickly as possible.
4. Use a quiet voice when speaking.
5. Listen to and follow directions of the adult in charge.
6. Return to your assigned area after your book has been checked out.

## **TRANSPORTATION**

We are fortunate to have the majority of students bussed to and from Shawnee every day. Due to this situation, students must ride the same bus to and from school. Students will be dropped off at the same location they are picked up in the morning.

### **Bus Rules**

Good bus behavior is important to everyone's safety. We expect each student to follow the following rules:

1. Students will listen to the directions of the bus driver.
2. Students are to remain seated once on the bus.
3. Students are to talk in normal tones; loud or vulgar talking is not permitted.
4. Students are to be on time for the bus in the morning and afternoon.
5. Students are to keep feet, hands and objects themselves.
6. Students must ride on their assigned bus to and from school. They may not change bus stops.

### **Bus Discipline**

The bus driver has the authority to enforce the bus rules and shall report to the principal any student who refuses to obey these rules.

1. Students who do not respond to requests from the driver to improve their behavior while a passenger on the bus will be given a "Bus Misconduct Report." The principal will then handle the matter. Generally, a warning will be given to the student and contact with the student's parent/guardian will be made explaining the nature of the misconduct and requesting the parent/guardian's assistance and cooperation in achieving improved bus behavior. The principal reserves the right to suspend bus privileges for first offenses.
2. If repetition occurs and a second report is issued for inappropriate bus conduct, the student and parent/guardian are contacted and the student may be denied bus privileges for a minimum of three school days starting the next day school is in session.
3. The third bus misconduct report will result in the parents being contacted and the student may be denied bus privileges for a minimum of five school days starting the next day school is in session.

4. The fourth bus misconduct report will result in the parents being contacted and the student may be denied bus privileges for a minimum of ten school days, or the remainder of the semester, whichever is longer, starting the next day school is in session.

## **TEXTBOOKS and FEES**

### **Textbooks**

All textbooks belong to the Huron City Board of Education and must be returned in good condition. If a textbook is missing, students should check in the school office. If a book is lost, stolen or misplaced, it must be paid for by the student. Another textbook will be issued to the student upon payment for the cost of the original book.

The care of textbooks is the responsibility of each student. It is suggested that students cover their books to help protect them from damage. Fines will be assessed for books damaged in excess of normal wear.

### **Fees**

The students at Shawnee will be assessed student fees, which will be collected during the first two weeks of school. **School fees for students in kindergarten, first and second grades are \$30.00.** The fees may be paid in cash or by check. Please make checks payable to the Huron City Schools. A student with outstanding fees will not receive his/her report card until fees are paid or a payment plan has been set up.

### **Collection of Money**

Money being sent to school for weekly lunches, field trips, etc., should be in a sealed envelope with the child's name, amount enclosed, purpose and teacher's name written on the outside. Money should be in the correct amount as we are unable to make change.

## **GRADES and COMMUNICATION**

### **Report Cards**

Shawnee Elementary School operates with a nine-week grading period. At the end of every grading period, each student will receive a grade card. It is the responsibility of the student to take the report card home to share with parents or guardians.

### **Interim Reports**

Approximately halfway through each of the four grading periods, teachers will send parents a progress report for students experiencing difficulty in academic or behavioral areas. This is done to keep parents informed and to encourage parent and teacher communication.

### **Conferences**

During the school year, you will be invited to attend Parent/Teacher Conferences to discuss your child's progress. If at any other time, you are concerned about a school matter, please contact the school to schedule a conference with a teacher or the principal. During the day our teachers are busy working with students and cannot conduct drop-in conferences. If you need to contact a teacher about an urgent matter, please send a note

with your student asking for a conference. You may also send an e-mail or call and leave a voicemail for a teacher and he/she will return your call as soon as time permits.

### **Telephone Calls**

School business should be confined to the limits of the school day, if possible. Each teacher has voicemail access and can be reached by dialing 419/433-1234. Messages can be left and teachers will return calls as time permits in their schedules. Frequent or lengthy telephone conversations may indicate the need of a parent-teacher conference at school and an appointment should be made with the teacher.

Except in cases of emergency, children are not called to the office to receive phone calls. Important messages will be taken and delivered to a student in his/her classroom.

### **Lost and Found**

A “lost and found” area is maintained in the front hall. Frequently, new and expensive items find their way to this area and some items are never claimed. It is recommended that a *child’s name be clearly marked on personal items*, such as hats, gloves and boots, so if lost they are easily identified and can be returned.

## **VISITORS and SCHOOL ACTIVITIES**

### **Visitors**

All visitors, upon entering Shawnee Elementary School must report immediately to the school office, where you will be given permission to visit a classroom, student or teacher. This procedure is used to protect each and every student during the school day. We know parents feel more confident knowing that the school is taking every possible precaution to protect children from unauthorized removal from school.

### **Volunteers**

Parental involvement is one of Shawnee’s most important assets. There are many opportunities for volunteers to become involved. Should you be interested in volunteering your time for our students, please call the principal at 419/433-1234, ext. 5502.

### **Field Trips**

During the school year classroom teachers may schedule field trips. These trips relate to an area that has been or is being studied by the student. Information about the activity will be sent home along with a permission form that must be completed and signed in order for the student to participate.

### **School Parties**

School parties are limited to Harvest Happenings, Winter Break and Valentine’s Day. These special activities are an important part of school life and help provide a balance between social and academic affairs. Individual teachers make their own arrangements and will inform parents/guardians regarding the observance of birthdays or other holidays.

Invitations to parties that will take place outside of school must be mailed or delivered outside of school.

PLEASE DO NOT SEND BALLOONS TO CELEBRATE A BIRTHDAY OR OTHER OCCASION. They are not allowed on the bus as they can create a safety hazard.

### **Huron Parent Teacher Organization**

The committee members of the Huron Parent Teacher Organization would like to take this opportunity to welcome you and your child to a new school year. The parents invite and encourage anyone with a child in grades K-6 to become an active member. Our primary function is coordinating fundraising projects and activities with the schools. We are not a policy-making organization, but enjoy being familiar and informed about what is happening in our schools. The work that we do and the money that we raise have worthwhile results and will benefit our children at one time or another. We are excited about the up coming school year and encourage you to attend our meetings to share your ideas.

### **HELPFUL HINTS**

1. Take time to talk with your child concerning his/her feelings, experiences and achievements. Listen to your child. Teach him/her to listen to others.
2. Start your child's day off right by seeing that he/she has a good night's rest, a healthy breakfast and is dressed appropriately for the weather before he/she leaves for school.
3. Avoid too many stimulating activities after school and after dinner.
4. Avoid negative talk about other students and teachers in the presence of your child. Help your child adjust to different personalities and respect the rights of and differences of others.
5. Arrange a conference with your child's teacher immediately when you are concerned, withholding judgment until you are well aware of all the facts. A child's self confidence can be destroyed when he senses anxious concern or disapproval in his/her parents.
6. Remember, parents can best help children grow by setting a good example and by providing them with love, understanding and secure guidance. Children are not small adults. They do not think, feel, or react as grown-up people do. At all levels we find children who are very mature one day and very immature the next. This is part of growing up. As we lead, so they will follow.
7. Believe in your child – never lose faith in him/her. Honor and respect him/her; he/she will do the same to you. Guide your child to develop into a self-sufficient person – you cannot do it for him/her. You can serve him/her as best you can by helping him/her to acquire a feeling of security as a loyal, contributing member of his/her group who is able to lead as well as follow intelligently.

## TWO SCULPTORS

I dreamed I stood in a studio  
And watched two sculptors there,  
The clay they used was a young child's mind,  
And they fashioned it with care.  
One was a teacher; the tools she used  
Were books, music and art.  
One, a parent who worked with a guiding hand  
And a gentle, loving heart.  
Day after day the teacher toiled  
With touch that was deft and sure  
While the parent labored by her side  
And polished and smoothed it o'er.  
And when at last their task was done,  
They were proud of what they had wrought;  
For the things they had molded into the child  
Could neither be sold or bought.  
And each agreed he would have failed  
If he had worked alone,  
For behind the teacher stood the school,  
And behind the parent, the home.

– Author Unknown

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# SHAWNEE ELEMENTARY SCHOOL

