

WELCOME

We are pleased to have you here for another school year and hope that it is successful for everyone involved. We have put together this student handbook and agenda to acclimate parents and students in the day-to-day operations of Stingel Elementary. The handbook contains school rules, schedules and basic operation guidelines per Ontario Local Schools Board Policy and Bylaws. Please review this with your students so you can help familiarize them with our expectations.

COMMUNICATION AND COOPERATION

Welcome to a new school year! As principal of Stingel Elementary it is my goal to make the learning environment for your child as academically productive, stimulating and safe as possible.

Effective communication between the school and family is vitally important to the education of our young people. This school/family handbook was designed to clarify and explain information that will assist you and your children while attending Stingel Elementary.

The handbook will serve as a valuable resource when questions arise about school policies and procedures. It is not intended as a substitute for personal inquiries and visits. Please remember that we invite your questions and involvement in your child's education. Should a concern regarding the classroom arise, parents should start by contacting the classroom teacher.

Parents who wish to observe their son or daughter in class need to secure permission through the office and set up a convenient time with the teacher giving the instructor at least 24 hours advance notice. Those observations will be kept to a maximum of 45 minutes in order to limit the distraction to other students in the classroom.

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SCHOOL HOURS

The school day at Stingel begins at **8:50 a.m.** and ends at **3:40 p.m.**

Students will be considered tardy if they come to school after 8:50 a.m. Arriving at school on time is an important part of the educational process. We encourage parents to establish the habit of arriving at school on time with their children at an early age.

We would not expect students to arrive at the school prior to 8:30 a.m. There is no supervision for students before this time. Students who arrive before 8:40 a.m. are not permitted in classrooms and are asked to remain in the gymnasium until the first school bus arrives at approximately 8:40 a.m.

**ONTARIO LOCAL SCHOOLS
SCHOOL YEAR CALENDAR 2022-2023**

August 11	Teacher's Orientation (New Teachers Only)
August 15	Teacher Inservice (No School)
August 15	Stingel Open House (Grades KG - 2, 5:00 p.m. to 6:00 p.m.)
August 15	Stingel Open House (Grades 3 - 5, 6:00 p.m. to 7:00 p.m.)
August 15	High School Open House 6:30 p.m. to 7:30 p.m.
August 16	Teacher Inservice (No School)
August 16	Middle School Open House 6:30 p.m. to 7:30 p.m.
August 17	First Day of Classes for Grades K – 12
August 22	First Day of Classes for Preschool
September 5	Labor Day (No School)
September 22	Parent-Teacher Conferences (middle/high school, 4:00 p.m. to 7:30 p.m.)
October 14	Early Release: (middle/high school-1:55 p.m.; Stingel-2:45 p.m.)
October 14	First Quarter Ends ----- 42 Days
October 20	Early Release: Staff Development (middle/high school-1:55 p.m.; Stingel-2:45 p.m.)
October 21	Teacher Inservice (No School)
October 27	Parent-Teacher Conferences (Grades KG - 5, 4:30 p.m. to 8:00 p.m.)
	Parent-Teacher Conferences (middle/high school 4:00 p.m. to 7:30 p.m.)
November 1	Parent-Teacher Conferences (Grades KG - 5, 4:30 p.m. to 8:00 p.m.)
November 22	Early Release: (middle/high school-1:55 p.m.; Stingel-2:45 p.m.)
November 23-Nov.28	Thanksgiving Break (No School)
December 1	Early Release: Staff Development (middle/high school-1:55 p.m.; Stingel-2:45 p.m.)
December 16	Early Release: (middle/high school-1:55 p.m.; Stingel-2:45 p.m.)
December 16	Second Quarter Ends ----- 40 Days First Semester Ends ----- 82 Days
Dec. 19 – Dec. 30	Christmas, New Years Break (No School)
January 16	Martin Luther King Day (No School)
February 2	Parent-Teacher Conferences (Grades KG - 5, 4:30 p.m. to 8:00 p.m.)
	(middle/high school, 4:00 p.m. to 7:30 p.m.)
February 9	Parent-Teacher Conferences (Grades KG - 5, 4:30 p.m. to 8:00 p.m.)
	(middle/high school, 4:00 p.m. to 7:30 p.m.)
February 20	Presidents' Day (No School)
March 2	Early Release: Staff Development (middle/high school-1:55 p.m.; Stingel-2:45 p.m.)
March 10	Early Release: (middle/high school-1:55 p.m.; Stingel-2:45 p.m.)
March 10	Third Quarter Ends ----- 48 Days
April 3-April 7	Spring Break (No School)
May 4	Early Release: Staff Development (middle/high school-1:55 p.m.; Stingel-2:45 p.m.)
May 24	Last Day of School for Students
May 24	Early Release: (middle/high school-1:55 p.m.; Stingel-2:45 p.m.)
May 24	Fourth Quarter Ends ----- 48 Days Second Semester Ends ----- 96 Days
May 25	Teacher Record Day
May 26	Graduation – 7:30 p.m.

Calamity make-up days in priority: Presidents' Day – February 20
 Extended school year beginning May 25

REVISED 2/8/2022

Lunch/Recess Schedules

Grade	Lunch Begins	Cafeteria Dismissal	Recess Ends (students arrive in the room)
First/Fourth	11:25am	11:50am	12:20pm
Kindergarten/Third	11:55am	12:20pm	12:50pm
Second/Fifth	12:25pm	12:50pm	1:20pm

Parents wishing to join their child for lunch should sign in at the office. **No parents are permitted on the playground for security reasons.**

Students may pack their lunch or purchase a school lunch. . A hot plate lunch can be purchased for \$2.50; reduced lunches cost \$.40. Milk is available for \$.50 for those children who carry their lunch. A grab-and-go breakfast is available for students at Stingel Elementary. Breakfast can be purchased for \$1.50; reduced breakfast cost \$.30. Menus for both lunch and breakfast are sent home every five weeks. A Parent lunch is \$3.00.

Stingel Elementary Cafeteria uses a computerized debit system to manage our student lunch/breakfast program. The computerized debit system allows parents to pay money in advance on their child's account or students may pay cash on a daily/weekly basis as they go through the cafeteria line. To set up a lunch account go to: www.payschoolscentral.com. This will also allow you to pay for school fees. The system works with a numbered keypad (located at the beginning of the serving line) that is similar to an automated teller machine (ATM). It will allow your son or daughter to enter their 6 digit personal identification number (PIN) to access their account. Your child's PIN number remains the same throughout their enrollment in Ontario Schools.

It is the parent's responsibility to see that their children have either a lunch or lunch money before they leave for school. A lunch should be charged only in an emergency. Payment for a charge should be made the following day. Each student is allowed to charge 3 lunches. Once their debts are paid they may charge again. Only lunches may be charged, no extras may be charged. Students will be allowed to accumulate a maximum of \$15 in charges.

FREE AND REDUCED LUNCHES

Applications for free or reduced lunches are in Final Forms or you can request an application from the office. Completed forms must be returned to the school office as soon as possible.

LIMITED ACCESS CONTROL

The main entrance to each building in the Ontario Local School District has Limited Access Control which is monitored by school personnel. The Limited Access Control further enhances the safety and security of the children.

The procedure followed when entering one of the Ontario Local School buildings:

1. Enter through the first set of doors to go to the vestibule area. This will allow you to be “buzzed in” and to keep you out of the elements.
2. Press the buzzer in the vestibule and you will hear a response from school personnel.
3. The individual who responds will ask you to state your name and reason that you are wishing to enter The building.
4. If approval is granted, you will be asked to go directly to the office to sign in. (after being buzzed in)

ATTENDANCE PROCEDURES

Absentee reporting for Stingel Elementary: 419-755-2009

If a child is absent, please call the absentee number or the school by 8:45 a.m. giving the reason.

Parent/guardian must notify the school the day a student is absent no later than 8:45 a.m. unless previous notification has been given in accordance with school procedure for excused absences. **A written notice is required for all absences, even when you call your student off of school.** Those written notices should be received within 48 hours of returning to school.

In accordance to House Bill 410 all absences will count toward Medical Status. Upon returning to school, absences will be considered unexcused unless:

- A call has been made to the school with reason given and
- A note has been written or
- A doctor’s excuse is received within 48 hours.

ABSENCES AND EXCUSES

Students are expected to be in school daily. In many cases, irregular attendance is the major reason for poor schoolwork. Parents are asked to make doctor and dental appointments **AFTER** school hours-In the event that you must schedule a medical appointment during school hours, a medical excuse is required documenting date and time of the appointment within 48 hours.–All absences and tardiness, whether excused or unexcused, will be reported on the permanent records.

ATTENDANCE - MEDICAL STATUS

MEDICAL STATUS – Students who are absent for 65 hours during the school year, excused or unexcused, will be placed on medical status. At this point, only a doctor’s statement or hospital record, court excuse, death in the immediate family, or an administrator’s approval will be accepted within 48 hours of the student’s return to school. If a student fails to bring in a note within 48 hours, the student’s absence will be considered unexcused (unless otherwise stated by an administrator). Parents of those students with chronic medical conditions should contact an administrator and /or the attendance office.

After 65 hours of absences, those absences not covered by a doctor’s excuse, court excuse, death in the immediate family, or administrator’s approval will be processed as unexcused.

EARLY DISMISSAL OF STUDENTS

If a student must leave school for a doctor or dental appointment or for other reasons, a written notice should be given to the teacher prior to the date of appointment.

- The student must be picked up in the office.
- To limit the loss of instructional time, students will be called to the office once the parent arrives at school. Please plan accordingly and allow a few minutes for the process of picking up your child.
- Any student who does not have the required written note or a phone call made to the office by 3:00pm, and who is not picked up by dismissal time will ride his/her assigned bus home.

ACCIDENT / ILLNESS

If your child becomes ill or is injured at school, you will be called and asked to come for him/her. When you have been called to pick up an ill or injured child, we ask that you check in at the office. **Students must be fever free without taking medication for 24 hours before they return to school.** Please keep the office, as well as Final Forms, updated with current phone numbers in case a student would need to be sent home for injury or illness.

VACATION/OUT OF TOWN ABSENCES

We request that parents make every effort to take vacations during the summer months. However, if an out-of-town trip is necessary during the school year, a Special Absence Request must be obtained from the office and filed with the office at least three days in advance. Missed assignments and make-up work will be made available to the student and assignments are due when the student returns to school. Vacation hours are counted toward the medical status.

Stingel Elementary School Expectations

Stingel Elementary School shares the responsibility for student academic achievement. The following outlines how the school and parents will build and develop a partnership that will help children achieve Ohio's high standards.

As a school, we will:

- provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet Ohio's student academic achievement standards
- hold parent-teacher conferences twice a year during which this compact will be discussed as it relates to the individual child's achievement
- provide parents with frequent reports on their children's progress
- provide parents reasonable access to staff

As a parent/guardian, I will support my child's learning in the following ways:

- help my child attend regularly, arrive on time, and ready to learn
- provide a quiet area for my child to do homework and make sure it is completed
- communicate with teachers and staff, attend all parent/teacher conferences, read reports from school, and discuss them with my child
- encourage a positive attitude toward school and place a priority on school event
- monitor and limit my child's use of electronic devices
- help my child learn to resolve conflicts in positive ways
- support and help the school in its efforts to maintain safe and orderly environment
- provide a healthy environment and ensure my child is rested, fed, and dressed according to the Ontario Local Schools' guidelines
- encourage my child to read by reading with and to my child
- participate in decisions regarding my child's education
- If you need to meet with a teacher, please make an appointment

As a student, I will:

- attend school regularly and on time
- do my schoolwork and homework every day
- give my parent/guardian all notices from my school every day
- practice healthy habits such as eating properly, exercising, and getting enough rest
- be willing to work hard and do my best
- listen carefully and ask questions when I do not understand something
- bring needed supplies (pencils, books, etc.) to class
- meet behavioral expectations in the school and classroom allowing all students to learn
- respect and cooperate with other students and adults & read outside of school on a regular basis

	Respectful	Responsible	Ready to Learn
All Settings	<ul style="list-style-type: none"> Hats and hoods are off Use manners 	<ul style="list-style-type: none"> Try to be in school every day 	<ul style="list-style-type: none"> Have necessary materials Follow directed voice level
Hall	<ul style="list-style-type: none"> Keep hands and feet to self Keep the halls clean 	<ul style="list-style-type: none"> Walk with purpose Walk on right side of hallway Maintain social distancing 	<ul style="list-style-type: none"> Level 1 voice
Bus	<ul style="list-style-type: none"> Stay seated Listen to the driver 	<ul style="list-style-type: none"> Keep the bus clean Follow all bus rules 	<ul style="list-style-type: none"> Follow directed voice level
Playground	<ul style="list-style-type: none"> Use kind words Be a good sport Listen to adults Keep hands and feet to self 	<ul style="list-style-type: none"> Keep track of your belongings Use equipment appropriately Try to stay an arm link away from others 	<ul style="list-style-type: none"> Line up quickly when the whistle is blown Level 0 voice in line Level 1 to and from recess
Cafeteria	<ul style="list-style-type: none"> Be kind to others Say “please’ and “thank you” Use pin pad appropriately 	<ul style="list-style-type: none"> Keep your area neat & clean Walk at all times Raise hand to leave your seat 	<ul style="list-style-type: none"> Level 1 voice to and from cafeteria Follow directed voice level
Restroom	<ul style="list-style-type: none"> Respect the privacy of others Respect school property and paintings 	<ul style="list-style-type: none"> Flush and wash hands Keep the restroom clean 	<ul style="list-style-type: none"> Go quickly and return to class Level 1 voice
Assemblies & Special Events	<ul style="list-style-type: none"> Clap politely Listen to the presenter 	<ul style="list-style-type: none"> Stay seated 	<ul style="list-style-type: none"> Level 1 to and from assembly Level 0 during the assembly
Use of Technology	<ul style="list-style-type: none"> Treat others the way you want to be treated Think before posting 	<ul style="list-style-type: none"> Stay on teacher-assigned websites 	<ul style="list-style-type: none"> Use device for educational purposes only

Indoor Recess	<ul style="list-style-type: none"> ● Use kind words ● Listen to adults ● Stay in room ● Keep hands and feet to self 	<ul style="list-style-type: none"> ● Remain seated on floor or chair ● Use toys and materials appropriately ● Stop and listen to directions when lights turned off 	<ul style="list-style-type: none"> ● Level 2 voice
Classroom	<ul style="list-style-type: none"> ● Be kind to others ● Keep hands and feet to self 	<ul style="list-style-type: none"> ● Be at school ● Use time wisely ● Walk at all times 	<ul style="list-style-type: none"> ● Follow directed voice level ● Keep the restroom clean

Stingel Elementary General Classroom Expectations

Homework:

The purpose for assigning homework is to give students the opportunity to extend lessons, practice skills, engage in critical thinking and develop good work habits. Homework can also serve as one form of communication between the teacher and the family. Homework is an important part of each student's academic year.

Student's Responsibilities:

- To understand all homework assignments by listening to directions, asking questions when something is unclear, and reading directions
- To gather all materials necessary to complete assignments before leaving the classroom
- To complete all assignments to the best of his/her ability
- To return materials and assignments on time
- To make up any missed homework that the teacher requires

Family's Responsibilities:

- To provide a routine and environment that is conducive to doing homework (i.e. a quiet and consistent place and time, necessary materials, etc.)
- To offer assistance to the student, but not do the actual homework
- To check that your child has edited his/her homework for spelling (Kindergarten and First Graders may use invented spelling as appropriate), punctuation, neatness, etc.
- To notify the teacher when homework presents a problem
- To read school notices and respond in a timely manner. Homework and school notices will travel home in the student's assignment notebook/homework folder.
- Checking your child's grades weekly through Gradebook is recommended in grades 3-5.

Teacher's Responsibilities:

- To provide purposeful homework
- To provide clear directions and instructions
- To implement a system for routinely checking homework
- To communicate to the student and family what is expected for completing homework successfully.

Amount of Expected Nightly Homework:

- KDG: 10-15 minutes
- 1st grade: 15- 20 minutes
- 2nd grade: 20-30 minutes
- 3rd grade: 30 minutes
- 4th & 5th grade: 45-60 minutes

Assignments:

Timely completion of classroom and homework assignments is critical for student success. In situations when a student has a missing assignment the following guidelines will be used:

- If a student has lost their assignment they may ask their teacher for an additional copy of the assignment and one will be provided.

Tests and Quizzes:

Frequent assessment of students through tests and quizzes is an important part of the educational process. The results of those tests and quizzes allow the teachers to check the student's levels of understanding and allow the students to demonstrate their mastery of grade level standards. The results of tests and quizzes will be final. If in the event an entire classroom scores poorly on a test or quiz the teacher can, at their discretion, choose to reteach the concept and reassess the students.

HOMEWORK FOR STUDENTS WITH A PROLONGED ILLNESS

A parent may request homework for students who have a prolonged illness by contacting the school office. If a student is going to be gone for more than two days, please allow lead time of one day to collect the homework.

INSIDE RECESS REQUESTS

Due to illness, parents may send a note requesting that their child not go outside for recess for up to two days. If a request for longer than two days is submitted, it must be accompanied by a doctor's excuse.

PARENT PICK UP

Students who normally ride the bus but are being picked up on a particular day need to have a note that states who will be picking the child up. In the event of an emergency you may call the office to make a change in pick up, otherwise send a parent note. Any student not picked up by dismissal time will ride his/her bus home.

There will be two dismissal times for children who do not ride the bus.

- Children whose last name begins with A-L will be dismissed at 3:25 PM to the appropriate exit doors.
- Children whose last name begins with M-Z will be dismissed at 3:40 PM to the appropriate exit doors.
- Information on exit doors will be provided at Open House.

CHILD CUSTODY

Students can only be released to their legal guardians or individuals listed on the yellow enrollment card or final forms. If there is a change in family status, please notify the office so the change can be made on the permanent record. **State law requires that custody papers be provided in the event of a divorce.**

FEE LIST

Fees are subject to change based on the financial situation of the district.

Kindergarten	\$ 45.00
First Grade	\$ 45.00
Second Grade	\$ 45.00
Third Grade	\$ 55.00
Fourth Grade	\$ 60.00
Fifth Grade	\$ 60.00
Band	\$ 5.00 *Fifth Grade Only

Fees include an Art material fee in 4th and 5th grade. •Fees include Math consumables.

These fees do not reflect the total cost of the consumable items..

The Ontario Board of Education pays costs over and above the fee charged.

SCHOOL & PLAYGROUND RULES

The following rules have been developed to provide for a safe and pleasant play environment:

The playground equipment is to be used in a safe manner:

1. One student at a time on the slides.
2. Stay a safe distance away from the swings.
3. Always sit! Do not stand on the swings.
4. Students should use appropriate and acceptable language – refer to Code of Student Conduct Policy.
5. Fighting will not be tolerated – refer to Code of Student Conduct Policy.
6. Physical contact activities that endanger the health and safety of students are prohibited; i.e., wrestling, tackle football, etc.
7. Due to security measures parents are not permitted to accompany their children to recess.
8. Gum chewing is not permitted.
9. No items from home may go out to the playground.

ELECTRONIC DEVICES

Unless specifically requested by a teacher for a class, all electronic devices are to be left at home. As such, the District is not responsible for lost or stolen electronic devices brought to school. If electronic devices (including cell phones, smart watches and cameras) are seen, or are in use during the school day, the item may be confiscated and sent to the office. Violations can be dealt with as insubordination as listed in the Student Code of Conduct. Contents of cell phones or any electronic device may be searched if there is a reasonable suspicion that it may have been used in an activity prohibited by the handbook or Student Code of Conduct. All electronic devices confiscated by school officials will be labeled and secured in the office. Parents wishing to communicate with their child during the school day should do so via the office. Elementary students are not permitted to call or text during school hours. All students at Stingel Elementary are required to keep cell phones, smart watches and all other electronic devices in their book bag during the school day. If a parent does not feel comfortable having these devices left in a book bag, then they should not be sent to school. During the winter months when inside recess is a common occurrence. At no time during recess may a student use their device for texting, calling or taking any type of photography or videos. **No electronic devices should be taken out to the playground.**

BOOK BAGS

Students will not be allowed to carry their book bags or backpacks with them during the school day because of safety reasons. If students bring these items to school, they will keep them in their classroom.

CONDUCT / DISCIPLINE

Teachers have the responsibility of disciplining a child when it is necessary. Depending upon the severity of the problem, the guidance counselor and or building principal/assistant principal may become involved.

Teachers will discuss and post classroom rules during the first two weeks of the school year. Please work with your child to reinforce the importance of obeying the rules.

HAZING & BULLYING

Hazing means doing an act or coercing another, including the victim, to do any intimidation or harassment to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Bullying is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once and 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.

Hazing and/or bullying behavior by any student in the Ontario Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school.

Permission, consent or assumption of risk by an individual subjected to hazing and/or bullying does not lessen the prohibition contained in this policy.

Prohibited activities of any type including those activities engaged in via school computer and/or electronic communications devices are inconsistent with the educational process and are prohibited at all times.

CODE OF STUDENT CONDUCT

A Code of Student Conduct (File: JFC-R), as adopted by the Ontario Board of Education, is posted in Stingel Elementary. This comprehensive code can be reviewed by visiting Stingel or calling to request a copy. It is pledged that Ontario Schools will make efforts to maintain a safe, pleasant, and productive educational environment for students; therefore, the following types of misconduct may invoke either suspension or expulsion of the person(s) involved:

- 1.. Truancy or tardiness.
2. Fighting or assaulting another student including obtaining an item through harassment.
3. Sexual harassment or sexual assault of another student or adult.
4. Initiating false fire alarm, or 911 calls, or reporting a false alarm to a staff member, or disturbing the automated external defibrillator (AED).
5. Provoking, assaulting or harassing a teacher, employee or administrator.
6. Disruption of or interference with curricular or extracurricular activities.
7. Damage or destruction of public or private property.
8. Possession of dangerous weapons.
9. Disregard of authority.
10. Theft of public or private property.
11. Areas listed under special rules for bussing.
12. Possession, selling or use of narcotics, marijuana, alcoholic beverages and other dangerous drugs or substances including look-alike drugs.
13. Possession or use of any form of tobacco. For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco or tobacco substitutes, including cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance.
14. In order to protect students and staff who choose not to use tobacco from an environment noxious to them, the Board prohibits the possession, consumption, purchase or attempt to purchase and/or use of tobacco or tobacco substitute products by students on Board premises, in Board-owned vehicles, within any indoor facility owned or leased or contracted for by the Board, and/or used to provide education or library services to children, and at all Board-sponsored events
15. The use of obscene or profane language, symbols or gestures.
16. Similar misconduct not specified.
17. Other actions that interrupt, impede or endanger the educational process or individuals.
18. Sexting: The taking, disseminating, transferring, possessing, or sharing of obscene, pornographic, lewd, or otherwise illegal images or pictures, whether by electronic transfer or otherwise (commonly called sexting) is prohibited. Any person taking, disseminating, or sharing lewd or otherwise illegal images or pictures may be punished under the Ontario Student Code of Conduct. The violation of this Code may also be reported to law enforcement and/or other appropriate state or federal agencies.

If a child is suspended, according to procedures outlined in the Code of Student Conduct, the suspension may be appealed to the Superintendent.

The following actions may result for violations of the student conduct code:

Loss of Privileges: This may include but is not limited to recess, class events and field trips

Detention: These may only be assigned by teachers or administration. Detentions are served at Stingel 3:40–5:30 p.m. Parents are responsible for picking up their child after detention.

VIOLATION CLASSES FOR ONTARIO LOCAL SCHOOLS

VIOLATION CLASS A: Students behaving in an inappropriate manner described below can be given one or more detentions or one to five day out-of-school suspension.

1. Insubordination: the willful failure to respond to or carry out a request by authorized personnel
2. Fighting, instigating a fight, or striking another student
3. Forgery/false statements: falsely using, whether orally or in writing, the name of another person in falsifying times, dates, grades, or other data
4. Truancy: skipping school or class
5. Minor destruction of school property (student will pay for damage)
6. Leaving school grounds without permission
7. Hazing-Bullying-Harassment: attempting to embarrass by ridicule, threats or to chronically trouble or annoy another student (Ontario Local Schools Board Policy 5516, 5517, 5517.01) (see Stay Safe/Speak Up Section of this handbook)
8. The use of obscene or profane language, symbols, or gestures, or racial slurs.
9. No student can possess on-person or purse matches, lighters, or lighting materials, etc.
10. Disruption or interference with curricular or extracurricular activities
11. Inappropriate displays of affection (Public Display of Affection – PDA, i.e. close contact, hugging, kissing, etc.)
12. Inappropriate use of technology/devices
13. Sexting: The taking, disseminating, transferring, possessing, or sharing of obscene, pornographic, lewd, or otherwise illegal images or pictures, whether by electronic transfer or otherwise (commonly called sexting) is prohibited. Any person taking, disseminating, or sharing lewd or otherwise illegal images or pictures may be punished under the Ontario Student Code of Conduct. The violation of this code may also be reported to law enforcement and/or other appropriate state or federal agencies.
14. Any action judged by school officials to involve misconduct and not specifically mentioned in other sections may be dealt with as insubordination as determined by the school administration.

VIOLATION CLASS B: Students behaving in an inappropriate manner described below can be given a detention, three to ten day out-of-school suspension, or a recommendation for expulsion.

1. Use, possession or being under the influence of alcohol, drugs, prescription drugs, unauthorized or look-alike drugs, or drug paraphernalia.
2. Tobacco/E-cigarettes/Vapor Pens/or any other tobacco or nicotine related products: no student can possess tobacco in any form on his/her person or in a purse and shall not use tobacco in any form on school property.
3. Disrespect: speaking to any member of the school staff in a discourteous, disrespectful or insulting manner. This includes the use of profanity.
4. Stealing: possession of or attempting to steal property either on school grounds or during school activities
5. Initiating false fire alarm or 911 call by deliberately setting an alarm, calling 911, tampering with the AED unit, or reporting a false alarm to a staff member
6. Extortion: obtaining something from someone through force or threat
7. Hazing-Bullying-Harassment: attempting to embarrass by ridicule, threats or to chronically trouble or annoy another student (Ontario Local Schools Board Policy 5516, 5517, 5517.01) (see Stay Safe/Speak Up Section of this handbook)
8. Repeated A violations

VIOLATION CLASS C: Students behaving in an inappropriate manner described below can be suspended out-of-school for ten days and be recommended for expulsion. Further, the district may recommend permanent expulsion to the State Superintendent in accordance with Ohio law.

1. Selling/attempting , furnishing, purchasing, communicating to sell illegal drugs, look-alike drugs, prescription drugs, or alcohol.
2. Provoking, assaulting, harassing, threatening, or striking a school employee.
3. Creating a bomb scare or causing other severe emergency evacuation of the building or inducing any other type of public panic.
4. Possession of firearms or other illegal/dangerous weapons, including Tasers, knives, stun-guns, pepper spray, mace
5. Destruction of school property in a willful and extensive manner.
6. Attempt or the threat to do deliberate and/or severe bodily harm to another person.
7. Assault, Sexual assault, sexual harassment
8. Attempting to acquire, produce, reproduce, and/or distribute material that could induce panic, such as directions on how to make a bomb.
9. Unlawful entry into school property.
10. Repeated B violations.

ABUSE OF STAFF PERSONNEL – If a student is referred to the principal's office for verbal abuse of a staff member, such student may be suspended from school for ten (10) school days.

Conference in the office shall determine any other punishment. The second such offense may result in referral to the Superintendent for expulsion.

Physical abuse of a staff member by a student shall result in the student being suspended from school for ten (10) schools days. Immediate referral will be made to the Superintendent for expulsion from school.

GUIDELINES FOR THE OPERATION OF DETENTION

1. Detention will meet after school until 5:30 p.m. Parents must pick up their child at 5:30 p.m. in the main lobby.
2. Students will not be allowed to use the telephone except in cases of emergency to be determined by the Detention Supervisor.
3. Students will not be permitted to go to their classroom or anywhere else in the building other than the Detention Room.
4. Students are required to have schoolwork with them when they attend Detention. Students not prepared to work will not be admitted and will be assigned additional Detention.
5. Radios, cards, magazines and other recreational articles will not be allowed in the room and may be confiscated by the supervisor.
6. Students will not be allowed to put their heads down or sleep.
7. Absolutely no food or beverages are permitted.
8. The following may result in an out-of-school suspension:
 - a. Skipping Detention
 - b. Violation of Detention or other school rules
 - c. Refusal to attend Detention

Out of School Suspension: Assigned by the administration. The student will be removed from the building for a period not to exceed 10 days. While suspended the student may not be on school grounds or attend any school sponsored activity. The student may make up school work missed for up to 75% credit. School work is due upon return.

Expulsion: Recommended to the superintendent by the principal whereby a student may be removed from the building and grounds for up to eighty (80) days or to the extent determined by the law. During this time the student loses credit and is not permitted to attend any school functions or be on school property.

Searches: According to the Ohio Revised Code, the school has the right to conduct searches on school property when it is reasonable to assume that there is a violation of law or school policy. Although searches will be kept to a minimum, they will be conducted as deemed necessary by the administration. Whenever possible, we will respect the privacy of our students but not at the expense of safety or conformity to law or school regulations.

CRIMINAL ACTS

Students engaged in criminal acts on school property and/or at school related activities, may be suspended and/or recommended for expulsion. Additionally, these students may be subject to criminal prosecution by local law enforcement.

BUS TRANSPORTATION AND CONDUCT

The following regulations are made in order to enable all to ride with safety and efficiency.

1. Riding a bus to school is a privilege and should be treated as such.
2. Students riding buses should ride regularly A.M. and P.M.; not ride one way only.
3. Students entering the bus should take a seat (an assigned seat in some cases) and become reasonably quiet.
4. Children on the bus are expected to talk and enjoy themselves; however, loud or boisterous talk will not be acceptable behavior.
5. Arms or head protruding from the bus is prohibited.
6. Doing things that will distract the driver shall not be tolerated.
7. Throwing of objects on the bus is prohibited.
8. Please be orderly when getting on and off the bus. Do not push, crowd or try to hurry.
9. The bus driver has the same authority while on the bus route as the teacher in the classroom. He/she is the teacher in this situation.
10. When getting on the bus at home, wait until the bus has come to a complete stop and doors are open before trying to enter the bus.
11. When crossing the highway, wait until the bus has stopped then cross in front of the bus. This should be followed at all times.
12. Stay back from the road or street until the bus comes to a full stop.
13. The bus must stop for all railroads. The students must be quiet so the driver can listen for a train.
14. Keep the bus clean. Do not throw papers, tissues, crayons, etc. on the floor.
15. Do not write or mark on the seats. Keep feet off the seats.
16. Students that cannot follow these simple suggestions will be referred to the building principal and disciplined according to the Student Code of Conduct. Continual refusal to cooperate will result in suspension from the buses.
17. Once a child boards the bus, and only at that time, does he become the responsibility of the District. Such responsibility will end when the child is delivered to the regular bus stop at the close of the school day.
18. Students are prohibited from eating or drinking on the bus.

Violation of bus regulations may result in Bus Conduct Reports written by the driver. Continued violations of regulations will result in disciplinary measures that may include:

1. Conference with student
2. Parent notification
3. Loss of recess/Detention
4. Suspension from bus (Three or more bus conduct reports may result in a suspension from the school bus. Bus suspensions may also be given for any act deemed to be of a serious nature by the administration)
5. Expulsion from bus.

DRESS CODE POLICY

The school recognizes that the primary responsibility for a student's dress and grooming rest with the parents. The dress code policy is established according to the following guidelines.

- To help students understand the need to respect standards of society.
- To ensure that clothing worn by students is free of safety hazards.
- To ensure that students wear clothing or accessories to school that does not present an inappropriate public display or disrupt the educational process.

I. In general, dress and grooming should be appropriate for school. It should, at all times, be governed by safety, good sense, good taste, cleanliness, and be non-disruptive to the scheduled daily routine.

II. Items of dress or appearance that are prohibited:

1. No plunging necklines
2. No exposed cleavage
3. No tops that bare the midriff
4. No sleeveless shirts (tank tops) for males or females
5. No pajama bottoms
6. No cut-off, torn, or ripped garments above the knee
7. No extremely short skirts or shorts – must be at the end of fingertips
8. Undergarments should not be visible
9. Shoes must be worn at all times – no slippers, flip-flops, sandals should have a back on them.
10. No non-prescription sunglasses
11. No visible piercing of body parts, other than ears, will be permitted
12. Clothing may not promote/advertise, drugs, alcohol, or any illegal or unhealthy activity, etc.
13. Hats/caps and other head coverings (hoods, visors, and bandannas) may not be worn in the building. Hats are to be kept in the lockers and not to be carried from class to class. This rule applies to both male and female students.
14. Pants/shorts must be worn at the waist area. The waist area is defined as the area above the hips and immediately below the ribs. Sagging pants/shorts must be belted and worn at the waist area.
15. Any dress deemed inappropriate or in poor taste by the administration shall be prohibited.

AFTER SCHOOL ACTIVITIES

When school is dismissed and students report to the room where the after school activity will be held, they should take all books, supplies, and clothing with them so that they do not have to go back to their room or locker for these items.

When the activity is over, it is the responsibility of the person in charge to make sure that all students have left the building. This is not the custodian's responsibility. The students participating are not to be in the building unless supervised by the person in charge of the activity.

After-school groups without the permission of the teacher or principal should not use equipment and material in the classrooms.

Rooms being used should be left in the same condition as found.

Each activity sponsor should have a copy of the regulations when a meeting place is set up.

BEHAVIOR AT EXTRA-CURRICULAR EVENTS

Student behavior at any school sponsored activity whether it involves sports, music, dances, etc. are under the same guidelines as they would be while school is in session. Students may also be subject to disciplinary action for violating these guidelines at school sponsored activities regardless of where they take place.

GUIDANCE

The school counselor is available to help students with academic, group, and personal issues. Individual and group sessions help students develop self-awareness and self-understanding and provide information about how their actions affect others. Students are encouraged to build on their strengths and cultivate new skills to help them deal effectively with self-development issues and their increasing responsibility for themselves. Students are helped to set goals and monitor their progress toward them. The well-being of each student requires a combined effort of home and school. Therefore, we value open lines of communication with parents. Students may visit the guidance office with the permission of a classroom teacher. If at any time we feel the student being seen or others may be at risk of harming themselves or someone else, parents will be contacted. Parents are also encouraged to contact the guidance office when they have concerns or information that the school should be made aware of for the benefit of their child or others. The school counselor will also be used in dealing with student discipline and may assign student discipline in accordance with the student code of conduct and bus code of conduct.

BIRTHDAYS/HOLIDAYS

1. Party invitations will not be distributed at school unless the whole class is invited.
2. Modest treats are welcomed and **MUST** be store bought, pre packaged treats are encouraged.. Please contact the teacher for prior arrangements.
3. Birthday and holiday gifts should NOT be sent to the school. We will not deliver them to the classroom and they cannot be brought home on the bus (i.e. balloons, flowers).
4. Due to privacy issues personal information about classmates, such as address and phone number, may not be shared.

GRADING SCALE

KDG-2nd Grade:

<u>Mark</u>	<u>Definition</u>
Plus Sign	Meets Requirements at this time
Checkmark	Experiencing Difficulty

3rd-5th Grade:

<u>Mark</u>	<u>Percent Range</u>
A+	98 – 100
A	93 – 97.99
A-	90 – 92.99
B+	87 – 89.99
B	83 – 86.99
B-	80 – 82.99
C+	77 – 79.99
C	73 – 76.99
C-	70 – 72.99
D+	67 – 69.99
D	63 – 66.99
D-	60 – 62.99
F	00 – 59.99

GRADEBOOK (Grades 3-5)

As parents, it is important for you to know the current status of your child's academic progress at school. To assist with this process, a web-based grade book system was initiated to allow parents to have 24-hour access to their child's grades. All parents will be given a username and password.

Our school secretary is available to assist any parents that are unable to log into Gradebook. Please call the office if you would like assistance. Teachers will update Gradebook on a regular basis.

CLASS PLACEMENTS

Each spring, current teachers and administrators collectively determine the most appropriate class placement for each of the children. Class placements will be posted on the outside doors in June. All class placements are final. Class placements will not be changed during the school year.

Parents may not request up to one teacher per year. All non-requests must be received in writing prior to April 1st. Parents may not request a specific teacher for their child. Parent non-request will be taken into consideration, but cannot be guaranteed. The final decision about class placements will be made by the building administrator. **Class lists will be posted on the doors in June.**

PROGRESS REPORTS AND CONFERENCES

Progress Reports are issued four times per year. Parent/Teacher Conferences are held twice during the school year. If additional conferences are needed, please call ahead for an appointment with your child's teacher.

TESTING

Ontario Local Schools will follow the testing requirements as required by the Ohio Department of Education. Ontario Local Schools will follow all state guidelines with regard to the Third Grade Reading Guarantee including all state mandated consequences for not meeting the criteria established in the Third Grade Reading Guarantee.

HEALTH SCREENINGS

During the course of the school year, the following health screenings are done as listed below:

VISION & HEARING	Preschool/Kindergarten/1 st , 3 rd , & 5 th Grade
STEREOPSIS (vision test)	1 st
COLOR BLINDNESS	Kindergarten
Eye Muscle Balance	Preschool and First Grade

Any additional evaluations will be done per parent or teacher request.

ADMINISTRATION OF MEDICATION PRESCRIPTION AND OVER-THE-COUNTER

The state of Ohio requires school districts to have strict requirements governing the dispensing of medication to students. This is in an effort to provide optimum safety for not only the student receiving the medication, but the entire student body and staff.

If possible, all medications should be given at home. If any medication (prescription and non prescription/over-the-counter) needs to be given at school, please follow the steps below:

1. The "Administering Medication" form must be completed, signed by the prescribing physician and parent/legal guardian and be on file in the school office.
2. The parent must bring in the medication to the school office. No medication should be transported by the student (with the exception of inhalers and epi-pens).

3. All medications must be in their original containers. No medication past its expiration date will be accepted.
4. If there are any changes in medication or its administration, a new form must be completed and filed with the office.
5. Students are permitted to carry inhalers or epi-pens (epinephrine auto-injectors) if the proper "self-carry" forms are on file. No other medications or drugs, including over the counter medicines, can be on the possession of the students.
6. At the end of the school year parents must pick up their child's medication. Medications not picked up before 2 weeks after the last day of school will be discarded.

EMERGENCY MEDICAL AUTHORIZATION

Stingel Elementary uses Final Forms. In Final Forms you provide information on providing emergency medical authorization-Please indicate whether you grant or refuse to grant consent for treatment for your child. This information tells us what you the parent/guardian wishes the school to proceed in the event of a health emergency involving the student and a release for the school in case emergency action must be taken.

HEAD LICE

If a student is found to have head lice in your child's classroom, a letter will be sent home to all students in that classroom. Although these insects cannot hop, or fly, they are easily transmitted from one child to another through head-to-head contact, or the sharing of hats, combs, brushes, etc. It has nothing to do with cleanliness, and it does not reflect poorly on you as a parent. We ask you to help us in our prevention efforts by checking your children DAILY for the next two weeks, and then on a regular basis thereafter.

How will you know if your child has head lice?

The signs to look for are:

- Constant scratching of the head, back of neck or around the ears.
- Light gray specks, known as nits or eggs, located on the hair shaft usually close to the scalp. Nits stick to the hair shaft and do not flake off like dandruff.

If you note any of the above signs, please contact the school immediately for further information. We would like to caution you regarding the use of a pediculicide shampoo as a preventive measure. It will not prevent your child from infestation, and it can be very toxic if not used as directed. If your child is found to have lice they will be permitted up to two excused absences to be treated.

SAFETY

The safety and welfare of the children is of utmost concern. Therefore, please remind them of the following:

1. Avoid strangers in motor vehicles or on foot.
2. Obey the school rules both in the classrooms and on the playground.
3. Students in grades 3rd- 5th are to be picked up in the multipurpose room at the conclusion of the school day. Parents must come into the multipurpose room to get their child. Students may not leave the building without a parent or guardian.
4. Students in grades KDG-2nd are to be picked up in the gym. Parents must come into the gym to pick up their child. Students may not leave the building without a parent or guardian. If you have students in KDG-2 and 3-5 the older sibling will meet you in the gym.
5. All visitors should register in the office upon arrival and wear a visitor badge while in the building.
6. Parents should separate from their child in the lobby and not walk them all the way to the classroom. If there is a need for an exception to this rule approval should be granted by both the classroom teacher and building administrator. Preschool parents pick up and drop off at the lobby..

SURVEILLANCE CAMERAS

Students are duly informed that their behavior may be monitored on school property (or in school vehicles) by security cameras. Actions recorded on these cameras may be used as evidence in the disciplinary action.

LIBRARY AND MEDIA CENTER

Books may be checked out for one week and may be renewed an additional two times.

OVERDUE BOOKS: Fines are not charged for overdue books. If a student does not return overdue books, library-lending privileges will be suspended until the student returns the books or discusses the problem with the librarian or principal. Grade cards may be held for books more than 2 months overdue.

LOST BOOKS: Books that are lost will be recorded as such. Students will be asked to pay for lost or damaged books.

PICTURES AND YEARBOOKS

Each year in the fall and in the spring a school photographer takes individual pictures of the students. Notices will be sent home regarding the dates. You are under no obligation to purchase these pictures.

Students will have an opportunity to purchase a school yearbook that includes pictures and memories from the school year. Specific ordering information will be sent home with students as they become available.

If a parent wishes for their child not to be used in photographs (website, Points of Pride, yearbooks, etc...) they should fill out final forms stating that they do not give permission to authorize the district to publish in print or post on the web any photos, video or audio of my child or my child's work as, during the year, the district often uses photography, video or audio to illustrate student projects, events, accomplishments, and activities.

FIELD TRIPS

Classes will have the opportunity to take a variety of educational field trips this school year. These trips are educationally beneficial and are usually associated with a classroom activity. Before each field trip, a notice will be sent home with each student listing specific details concerning your child's upcoming field trip. Please indicate on final forms if you give consent for your child to participate in all educational field trips for the year.

FIRE, TORNADO, AND SAFETY DRILLS

Safety drills will be conducted in accordance with state and federal guidelines.

CHANGE OF ADDRESS AND PHONE NUMBER

It is essential that the school be kept informed of any changes in address and/or telephone numbers. Please add the changes to final forms.

Latchkey Registration Process:

Ontario Local Schools houses the Ontario Latchkey program, a before and after school latchkey program which operates daily when school is in session. The demand for this program often exceeds the number of available seats. Registration for latchkey will occur within the following guidelines:

1. First priority and choice of sections will be given to children (legal guardianship) of regularly contracted Ontario Local Schools employees.

a. Teacher's children may attend the Stingel latch-key program at a reduced payment of 50% (this reduction is limited to the first 10 registered children of employees). The employee must notify the Stingel complex office secretary in charge of registration by March 31 to reserve the slot. Upon notification, the teacher's name will be placed at the top of the enrollment list in the order in which they are received.

- b. Children of OAPSE staff members may attend the Stingel latch-key program at a reduced payment of 50% (this reduction is limited to the first 10 registered children of employees). The employee must notify the Stingel complex office secretary in charge of registration by March 31 to reserve the slot. Upon notification, the support staff members name will be placed at the top of the enrollment list in the order in which they are received.
2. Second priority will be given to students that are Ontario residents who currently are enrolled in the latchkey program.
 3. Third priority will be given to students that are Ontario residents who are not currently enrolled in the latchkey program.
 4. Last priority will be given to students that are Open Enrollment.
 5. Latchkey registration will take place at 7:00am on August 5th or the first business day thereafter. A phone call to the Stingel office is all that is required at this time.
 6. A wait list will be formed if the number of reservations exceeds the number of available slots.
 7. Registration packets will then be made available to children who have a slot reserved.
All registration paperwork and fees must be completed to reserve your spot.
 8. The building Principal will be the final arbitrator for the latchkey registration process.

Transferring In From Another School District

When a student joins the Ontario Local School District they must have all applicable paperwork and Final Forms completed prior to starting school. Students entering the fourth grade must provide documentation of having met the requirements of Ohio's Third Grade Reading Guarantee prior to placement.

TRANSFERRING TO ANOTHER SCHOOL DISTRICT

When students leave the Ontario Local School District, parents are asked to call the school office to report the name and location of their child's new school.

NON DISCRIMINATION

The Ontario School District affirms that no person shall, on the basis of sex, race, color, national origin or handicap, be excluded from participation, be denied the benefits of or be subjected to discrimination under any educational program or activity conducted under its auspices. This shall extend to employees therein and to admission thereto. Inquiries concerning the application of this policy may be referred to the designated coordinator. This policy shall prevail in all board policies concerning school employees and students. Any complaints should be referred to the Director of Education, Title VI, Title IX, Section 504 coordinator.

GRIEVANCE PROCEDURES FOR TITLE VI, IX AND SECTION 504

If any person (student, teacher, administrator) believes that the Ontario School District or any of the District's staff has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, and (3) Section 504 of the Rehabilitation Act of 1973 (race, color, national origin, sex and disability), he/she may bring forward a complaint, which shall be referred to as a grievance, to the District's Civil Rights Coordinator.

EMERGENCY SCHOOL CLOSING

When it is necessary to call school off because of weather or other emergencies, it will be announced over the local radio stations soon after 6:30 a.m. A mass notification will also be sent out using the district mass notification system. Please do not call the school or radio station.

Acceptable Use Policy

7540.03- STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY

View Acceptable Use Policy: www.ontarioschools.org, Board of Education, Bylaws & Policies, 7000 Property, 7540.03 Student Network and Internet Acceptable Use and Safety

Title 1 Teacher Qualifications

Parents may request information regarding the professional qualifications of their student's classroom teacher. This information includes the qualifications of any teacher or paraprofessional working with your student.