



CENTRAL
Elementary School
“Lead, Learn, and Live in the Pursuit
of Excellence”

2011 – 2012

Central Elementary School (Grades 4 & 5)
315 West Main Street
Napoleon, Ohio 43545

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This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



Napoleon Area City Schools Mission Statement

The mission of Napoleon Area City Schools is "To Lead, Learn, And Live In The Pursuit Of Excellence."

Napoleon Board of Education

Mr. Larry E. Long- President
Mr. Rob M. Rettig - Vice-President
Mr. Michael J. Wesche- Member
Mr. Tom Weaver - Member
Mrs. Macia Bruns – Member

NAS Administrators

Superintendent – Dr. Steve Fogo
Technology Coordinator – Mr. Mark Myers

Napoleon High School (Grades 9-12)

Principal – Mr. Jeffrey M. Schlade
Assistant Principal – Mr. Matt Dietrich

Napoleon Middle School (Grades 6-8)

Principal – Mr. Ryan Wilde

Central Elementary (Grades 4 & 5)

Principal – Mr. Adam R. Niese

West Elementary (Grades 2 & 3)

Principal/Student Services Director –
Mrs. Wendy Nashu

C.D. Brillhart Elementary (Grades BK-1)

Principal – Mrs. Karen S. Bachman

MESSAGE FROM THE PRINCIPAL

Welcome to Central Elementary School!

We are all excited to begin and play a part in your child's educational experience this school year. There are many positive factors that parents and students may help with during these elementary years that will help our school excel. We would like to ask that you work closely with our school so that we all may provide your children with the best educational opportunity. Please take time to visit our school, have conferences with our teachers, attend programs, share talents, and become involved in our Parent-Teacher Organization and other parent volunteer programs. We all enjoy working with parents that are involved in the education of their children. You will see, when we put your child first, it can truly make a difference!

Mr. Adam R. Niese, Principal

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Central Elementary School Calendar 2011–2012

<u>Date</u>	<u>Day</u>	<u>Activity or Event</u>
August 24	Wednesday	First Day of School
September 1	Thursday	CES Picture Day
September 5	Monday	Labor Day – NO SCHOOL
September 7	Wednesday	2-Hour Delayed Start Schedule for In-Service
September 23	Friday	Interims sent home
October 5	Wednesday	2-Hour Delayed Start Schedule for In-Service
October 10	Monday	IATs/Workday – NO SCHOOL
October 21	Friday	CES Grandparent’s Day
October 27	Thursday	End of 1 st 9 Week Grading Period
November 2	Wednesday	2-Hour Delayed Start Schedule for In-Service
November 4	Friday	Grade cards sent home
November 7 & 10	Monday & Thursday	Evening – Parent-Teacher Conferences
November 11	Friday	Parent – Teacher Conferences – NO SCHOOL
November 23-25	Wednesday-Friday	Thanksgiving Break– NO SCHOOL
December 7	Wednesday	2-Hour Delayed Start Schedule for In-Service
December 9	Friday	Interims sent home
Dec. 22 – Jan. 2	Thursday- Monday	Holiday Vacation– NO SCHOOL
January 3	Tuesday	School Resumes
January 4	Wednesday	2-Hour Delayed Start Schedule for In-Service
January 12	Thursday	End of First Semester/2 nd 9 Week Grading Period
January 13	Friday	In-Service/Work Day– NO SCHOOL
January 16	Monday	Martin Luther King Day – NO SCHOOL
January 20	Friday	Grade cards sent home
February 1	Wednesday	2-Hour Delayed Start Schedule for In-Service
February 17	Friday	Interims sent home
February 20	Monday	Presidents’ Day – NO SCHOOL
March 7	Wednesday	2-Hour Delayed Start Schedule for In-Service
March 16	Friday	End of 3 rd 9 Week Grading Period
March 23	Friday	Grade cards sent home
April 4	Wednesday	2-Hour Delayed Start Schedule for In-Service
April 5	Thursday	In-Service/Work Day– NO SCHOOL
April 6 & 9	Friday & Monday	Easter Break– NO SCHOOL
April 23-27	Monday-Friday	OAA Testing
April 27	Friday	Interims sent home
May 2	Wednesday	2-Hour Delayed Start Schedule for In-Service
May 24	Thursday	Last Day for Students* Grade cards sent home * Subject to change if make up days are needed
May 27	Sunday	NHS Graduation
May 28	Monday	Memorial Day Holiday

Make Up Days – February 20 – May 25, 29, 30, & 31

Other events and calendar changes will be announced to students at school or in parent/student mailings.

	NAPOLEON AREA CITY SCHOOLS		
	CENTRAL ELEMENTARY SCHOOL		
Staff	2011-2012	Room #	Extension #
Principal	Adam R. Niese	Main Office	6111
Secretary	Kris Bostelman	Main Office	6000
Guidance Counselor	Marv Retcher	C214	6214
CES Kindergarten	Jodi Myers	B107	6007
CES Kindergarten	Amber Bilow	B108	6008
CES Kindergarten	Lindsay Murray	B109	6009
CES Kindergarten	Kara Miller	B110	6010
Grade 4- Blue	Kathy Helberg- LA-R/Social Studies	C107	6107
Grade 4- Blue	Pat Walter- Math/Science & Health	C108	6108
Grade 4- White	Katie Muczynski - LA-R/ Social Studies	C105	6105
Grade 4- White	Sarah Rosebrock-Math/Science & Health	C104	6104
Grade 4- Cats	Cyndy Tilley- LA-R/ Social Studies	C110	6110
Grade 4- Cats	Greg Wisniewski- Math/Science & Health	C109	6109
Grade 5- Blue	Anne Rausch-Math	C204	6204
Grade 5- Blue	Linda Hummer- Science/S.S. & Health	C205	6205
Grade 5- Blue	Diane Buchhop- LA & Reading	C208	6208
Grade 5- White	Ken Boland- Science/S.S. & Health	C210	6210
Grade 5- White	Brett Cordy- Math	C206	6206
Grade 5- White	Kathy Gubernath- LA & Reading	C209	6209
Intervention Specialist	Vaune Ritchey- 5 Blue	C211	6211
Intervention Specialist	Shawna Schroeder- 4 Cats	C212	6212
Intervention Specialist	Kristin Shepard- 5 White	C207	6207
Intervention Specialist	Jenna Gray- 4 White	C106	6106
Intervention Specialist	Sara Dilbone- MD- 4-White	C103	2303
Intervention Specialist	Jeff Peters- Grades 4-8 ED	C99	2304
5th Grade Band	Andy Lesick	Band Room	2093
Vocal Music	Pam Hersha	B114	2014
Physical Education	Karl Yunker	C97 & C98a	6115
Media Center Librarian	Cori Niese	C200	1240,6200
Library Secretary	Rita Cordes, Sandy Lange,	C200	6200,6220
World Languages	Rebecca Seigneur	B113	2013
Tech/Keyboarding	Robin Bruderly	B117	6017
Psychologist	Cari Langenderfer	B101	2002
OT/PT	Julie Patterson/Phillip Fogle	café/gym	
Speech Teacher	Barb Savage	C215	2215
Intervention Tutors	Linda Barlow, Vicki Wentzel	C200/C98b	6220/6015
ESL Tutor	Alicia Hernandez	R201	2201
Building Aides	Sue Wesche	C107,108,106	6107,6108,6106
Building Aides	Chris Nickels, Denise Baden	C103	2303
Nurse	Julie Adkins/Beth Speiser	C113	6113
Cafeteria	Denise Johnston	Kitchen/Café	6018/6019
Custodians	Jeff Gillen, Keith Johnson, Gary Haase	B111	2117

Academic Information

Board Adopted Grading Scale:

A+ = 100% & over	A = 93-99	A- = 90-92
B+ = 87-89	B = 83-86	B- = 80-82
C+ = 77-79	C = 73-76	C- = 70-72
D+ = 67-69	D = 63-66	D- = 60-62
F = 0 – 59		

Progress Reports/Interims

- Are issued for each and every CES student midway through each grading period.

Homework

- Allows the teacher to see what you know and what you don't know.
- Shows the teacher what the class has mastered and what areas need further instruction.
- Make parents aware of what a student is studying.
- Gives a student time to practice skills.
- Helps a student with questions before test time.
- Can make a significant difference in a student's understanding of a subject.
- Can make a significant difference in a student's grade in a subject.
- Helps to build responsibility.
- Establishes independent work skills.

Suggestions for Students

- Write down all assignments, tests, and project due dates in your agenda book.
- Show your agenda book AND your homework (whether you finished it at school or not) to a parent or guardian every night.
- Ask questions about homework before you go home.
- Set aside a regular time and a quiet place to work.
- Turn in all work on time.
- Always do your best.
- Organize your notebooks, folders, book bags and desk.

Suggestion for Parents / Guardians

- Ask your child to show you his/her agenda book AND homework (whether it was finished at school or not) every night.

- Encourage your child, but don't do the work for him/her.
- Support and reward regular school attendance.
- Ask your child to share team rules and expectations.
- Read the Student Code of Conduct and discuss it with your child.
- Get involved in your child's school.
- Consider requiring your child to ask for a teacher's "homework" signature in his/her agenda book at the end of each class period.
- Communicate back and forth with teachers by writing comments in the agenda book.
- Call or e-mail and ask to meet with a team if you have any questions or concerns. See times below.

Daily Schedules

7:45 Cafeteria is open for students to eat breakfast. Students should not be on school grounds before this time.

8:00 Doors open for students to enter their classroom. Students are not to enter the building before this time unless involved in a scheduled school activity.

8:12 Tardy Bell – Any student not in his/her classroom at this time must come to the office to sign in and receive an admit slip.

11:00-11:35 Lunch/Recess (subject to change)

8:15-8:50 5th Grade Team Mtgs. (by appointment)

8:50-9:25 4th Grade Team Mtgs. (by appointment)

3:00 Dismissal- End of the school day.

3:30 Students are not to be in the building or on school grounds unless in a supervised activity.

1-Hour Delay Schedule

9:10 A.M. Classes Begin

3:00 P.M.- Dismissal

2-Hour Delay Schedule

10:10 A.M.- Classes Begin

3:00 P.M.-Dismissal

Attendance Policy

General Information

- Students who attend school on a regular basis tend to do better in school because they hear the teacher's explanations, participate in the activities and discussions, and have time to ask questions.
- The Ohio Department of Education completes an annual report card on each district and building. In order for us to receive a passing grade for attendance, we need to have a student attendance rate of at least **93%**.
- Attendance policies are subject to change when laws are changed. If this happens, there will be notification given in parent newsletters.
- A student will be required to have a medical excuse after 12 days of absence per year. Students may receive warning letters when they are getting close to this maximum number of days.

Tardiness, Late Arrival & Early Dismissal

- Up until 10:00 a.m., a student is considered tardy or as a late arrival. Any student arriving after 10:00 a.m. is considered ½ day absent.
- In order to be excused, students late to school due to medical, legal, or other appointments should bring a note or card from the professional with whom the appointment was held. This is considered a *late arrival*.
- Students *arriving late* to school due to morning illness should bring a note from home.
- The cut-off time in the afternoon for absences is 1:30 p.m. Any student leaving prior to 1:30 p.m. will be considered ½ day absent.
- Any student leaving after 1:30 p.m. will be considered *early dismissal*.
- At 10 tardies, student and parents will be referred to court mediation.

Parent Responsibilities

- Call the school before **9:00 a.m.** if your child will not be at school or will be tardy. There is an answering machine you can reach before and after school hours that is checked every morning. Feel free to call and leave a message (with your child's first and last name included) at any time. If a call to Central Elementary is long distance for you, call 1-888-599-1851.
- Homework may be requested when the student is called-in absent before 9:00 a.m. Early call-in requests ensure that teachers have ample time to get assignments recorded. Homework assignments

may be picked up from the office between 3:05 and 3:30 p.m.

- If your child needs to leave early for the dentist, orthodontist, counselor, a court appearance, etc..., send the child to school with a note specifying the time and reason that morning or a day beforehand. This note is to be given to the Secretary prior to 8:12 a.m. When your child returns, he/she should have an official note, appointment card, or other document on letterhead and give it to the office to be filed.
- If the attendance officer calls to check on your child's absence, you are still expected to send a note to school with your child when he/she returns to school.
- If your child needs to leave early for personal reasons, he / she should bring in a note in advance and turn it in to the office by 8:20 a.m. that morning. Another note should be brought in when the student returns to school.

Information Included on Excuse Notes

- *Date of Absence*
- *Child's First and Last Name*
- *Child's grade*
- *Reason for Absence* (The State EMIS report requires a reason code for each absence.)
- *Parent or Guardian Signature*
- **All information should be legible.**

Student Responsibilities

- Bring notes for early dismissal or for future absences to the Secretary prior to 8:12 a.m.
- Make sure you make up all missed work. Check with your teachers to find out when they expect you to have your work completed and given to them.
- When tardy or leaving early, you must always sign in or out on the sheet provided on the counter in the office. You must neatly write your name, the reason for late arrival or early dismissal, and time in or out.

Vacations

- There may be an occasion when a family vacation can only be scheduled when school is in session. When this occurs, the following should take place:
 - The student should bring in a note as far in advance as possible. It should be given to the Secretary prior to 8:12 a.m.

Vacations cont...

- The students are to pick up their assignments from his or her teacher before the vacation.
- Some activities and exercises will be very difficult for a student to do on his/her own. Lab experiments, class discussions, group work, presentations, and hands-on activities are among these.
- Teachers are encouraged to be flexible in meeting a student's needs. Therefore, what is actually done in the classroom during your child's absence may vary from what the teacher had planned to do.
- The students must find out in advance of his/her vacation when he/she will be expected to turn in work.
- School personnel acknowledge vacations, but they are not approved or disapproved. As with illness, students are expected to stay within the school's parameters for attendance / number of days missed.

Emergency Closing

- If you think school may be delayed, cancelled or ended early due to inclement weather,

DO

- Listen to 103.1 FM WNDH; 98.1 FM WDFM, 1280 AM WONW or 1370 AM WSPD
- Check the Toledo television stations; they may list the information.

DO NOT

- Call the school, transportation department, or the Board of Education.

Discrimination/Harassment

District Policy

- All persons associated with the district, including, but not limited to, the Board, the administration, the staff and the students, are expected to conduct themselves at all times so as to provide an atmosphere free from discrimination, harassment, and bullying.
- Sexual harassment, whether verbal or physical, occurring in or out of the district buildings or at school sponsored activities is illegal and unacceptable and will not be tolerated. Any person who engages in sexual harassment while acting as a member of the school community is in violation of Board policy.
- **Bullying (harassment)** is unacceptable and will not be tolerated. See Olweus Consequence Rubric & BOE Policy.
- The Board's policy of nondiscrimination will extend to students, staff, the general public, and

individuals with whom it does business and will apply to race, background, religion, sex, economic status, age, disability, and other human differences.

- If any person believes that the Napoleon Area School District or any of the District's staff has inadequately applied the principles and / or regulations of Title IX of the Education Amendment Act of 1972, they may bring forth a complaint, which shall be referred to as a grievance, to the District's Title IX Coordinator. Please contact the school office for the name of the current coordinator for the District.
- See Board Policy File: AC

Dress Code

Why have a dress code?

- Acknowledge Health Concerns
- Provide for Safety Concerns
- Minimize Distractions
- Provide a good learning atmosphere

Who is responsible for the dress code?

- The administration reviews the dress code yearly.
- The Board of Education approves it.
- The staff and principal enforce it.

Guidelines

DO NOT wear any clothes, body decor, or accessories that...

- Might disrupt the educational process for teachers or students (i.e. "view blocking" mohawk haircuts)
- Dye your hair in extreme or out of the ordinary colors (i.e. pink, purple, green, and blue)
- Are low cut at the neckline and chest. Shoulders must be covered with clothing.
- Might damage school property (i.e. chains and clothing studs)
- Are sold as underclothing, loungewear, or pajamas
- Are sold as outdoor clothing (i.e. jackets, coats). You may wear windbreakers and sweatshirts.
- Are designed for physical education activities like sweatpants or tear-aways (snaps down the side) unless you are in physical education class
- Are considered head coverings – hats, scarves, bandannas, etc.
- Dishonor the American Flag (The American Flag must be worn in ways that are in accordance with the rules of the National Flag Code.)

Dress Code cont...

DO NOT wear any clothes, body decor, or accessories that...

- Could cause you to fall:
 - Overly long, sagging, or loose clothing that you could step on. A habitual offender may be required to wear a belt and tuck in his/her shirt.
 - Any other garments that make it difficult to walk around the school building safely.
- Allow others to see your midriff or your undergarments (for example: tanks tops, unless you keep a shirt over the top of it, or short tops that show skin when your arms are raised or when you are sitting, etc.).
- Have holes, are frayed, or ripped unless patched or sewn so that no skin is exposed.
- Are too tight, such as spandex and bike shorts.
- Are too short (shorter than fingertip length or more than 5 inches above your knee).
- Make references through words or pictures to drugs, alcohol, tobacco, bad language, or anything that is obscene or profane.
- Have words written across the seat of the pants.
- Hide your eyes (i.e. no sunglasses).

General Reminders:

- If you are in violation of the dress code, you may be required to change clothes, call home for a change of clothes, sit in the office for the day (all missed assignments will be given a zero), or any/all of the above.
- Elementary boys and girls in grades 4 and 5 are required to wear gym shorts and a T-shirt for gym class. Tennis shoes are also required.
- Hats of any type are not to be worn in the building.
- Shoes or sandals must be worn. **“Flip-flop” type sandals and “heely/wheely” shoes (wheels built into shoes) are NOT permitted.**
- Wear a belt if your pants are too loose or sagging.
- Undergarments must not be visible.
- Check with teachers about what you can wear on “spirit” and other special occasion days.
- If you are a multiple time offender, you may receive detentions, in-school suspensions, or Saturday schools for violations.
- Remember that as styles change, dress code guidelines may change, so listen to announcements and read parent newsletters.
- **THE PRINCIPAL WILL MAKE THE FINAL DECISION ON ANY QUESTIONABLE DRESS CODE ITEM.**

Extra-Curricular Activities

Participation

- Ohio Revised Code allows the building principal to combine discipline consequences to a student’s extra-curricular activities.

Expectations for Those Attending Extra-Curricular Activities

- The CES Student Code of Conduct is in effect at home and away activities for all school sponsored events. These include events sponsored by another building, such as Napoleon Middle and High School events, or those sponsored by another district, such as away games.
- Students who attend games, meets, contests, and/or activities are expected to behave as if the main reason they are there is to watch the game / meet / contest / and/or activity.
- Students are expected to be seated and watching any games, meets, etc...Students may be removed from such activities, and may receive school disciplinary consequences for horseplay, running, or other violations of the Student Code of Conduct.
- Students are reminded to behave respectfully during the playing of the National Anthem and the Alma mater.
- Students who are not sitting with an adult must sit in specified areas for some events.
- Students are not to bring any type of noise- makers (horns, bells, etc.). Only voice power may be used. Students are not to litter or to throw confetti.

General Business

Posters, Signs and Meetings

- The principal must approve all of these.

Pupil Records

- Board Policy #JO
- Records are kept in the school office.
- Parents have a right to review education records.
- Procedure for Reviewing Records
 - Parent(s) submit(s) a written request to the principal.
 - Principal notifies of time and place of inspection.
 - Procedure should be completed within 14 days of receipt of request but must be completed within 45 days.
 - Records are not to be removed from the school.

Pupil Records cont...

- The Principal or other qualified school personnel must be present to explain test results.
- Parents have a right to correct information believed to be inaccurate, incomplete, misleading, or in violation of a student's rights.
- Parents have a right to file complaints with the Department of Education.

Receipt of Checks with Insufficient Funds

- Make checks payable to either Napoleon Area Schools or Central Elementary School.
- The Napoleon Area School District works with E-Collect of Ohio for non-sufficient (NSF) checks turned into the school district. The company will collect NSF checks by electronically checking the availability of funds and then debiting the account when the funds become available. The company also will collect the maximum fee allowed by the State of Ohio, presently \$30.00, by debiting the account of the check writer. The District feels this is the most efficient and effective way to deal with these checks and protect taxpayer dollars.
- A second check issued that is returned for insufficient funds will result in all payments being made on a cash or certified check basis only.

Public Complaints about School Personnel

- Board Policy #KLD
- Complaints about school personnel will be investigated fully and fairly; however, before any such complaint is investigated, it must be submitted in writing and signed. Anonymous complaints will be disregarded.
- Whenever a complaint is made directly to the Board as a whole or to a Board member as an individual, it will be referred to the school administration for study and possible solution.
- The Superintendent / Designee will develop, for approval by the Board, procedures that assure prompt and fair attention to complaints against school personnel. The procedures will require that an employee who is the object of a complaint be informed promptly and be afforded the opportunity to present the facts from his/her vantage point.
- If it appears necessary, the administration, the person who made the complaint, or the employee involved may request an executive session of the Board for a formal hearing and decision.
- Statutory restrictions on executive sessions will be observed.

Guidance & Counseling

Guidance and counseling services are available to help students maximize potential. School counselors are student advocates who work cooperatively with other individuals and organizations to promote the academic, career, and personal/social development of children.

- Referrals may be made to the counseling staff by formal and informal methods. Self-referral forms for students are available outside the guidance office.
- Students scheduled for individual or group counseling will be sent a notice.
- Guidance Counselors are actively involved in **Individual Assistance Teams (I.A.T.'s)** to participate in suggesting interventions to improve student achievement within the classroom. Similarly, counselors may also participate in the I.E.P. process, team meetings, or collaborate with other community agencies.
- Information shared with a counselor is kept confidential. Although some general information may be shared on a "need to know basis," many agencies or parents will request that information not be shared with staff. These requests are honored.
- Support groups may be offered throughout the year based on need. For example, groups may be formed on divorce, self-esteem, managing conflicts, etc. If a parent does not want his/her child enrolled in such a group, the guidance office must be notified in writing. Most discussions in a counseling office are confidential except for issues of abuse, suicidal ideation, and threat of action (duty to inform).
- By law, counselors have an open door policy, allowing all students the availability to seek contact with a school counselor.

Retention Policy

The promotion of each student is determined individually and based upon the following factors: reading grade, mental ability, age, physical maturity, emotional and social development, social issues, home conditions, and grade averages. Promotion procedures demand continuous analysis and study of the student's cumulative case history records. Guidelines include the following:

- A student receiving passing grades in reading, mathematics, social studies, science and Language arts is promoted.

Retention Policy

Guidelines cont...

- A student having failing grades in reading, mathematics and language arts at the end of each year has his/her case evaluated by teachers, guidance counselor, and principal for placement.
- No conditional promotions are permitted.
- A student with failing grades may be assigned to the next higher grade with discretion only with the approval of the principal.
- A student having passing grades, D or above, throughout the year is not failed.
- No student shall be retained more than twice in the elementary grades.
- Documentary and anecdotal evidence should be available to justify retention.
- Any student who is truant for more than 10% of the required attendance days of the current school year and has failed two or more of the required curriculum subject areas in the current grade is retained, unless the student's principal and the teachers of the failed subject areas agree that the student is academically prepared to be promoted to the next grade level.
- A student with failing grades during the academic term is entered into the District's intervention programs to be assisted toward academic success.

Library Policies

- The CES Library/Media Center is open to all students, faculty, and staff from 8:15 a.m. to 3:30 p.m.
- The school library is a valuable place to gain media and technology skills, complete reference and research assignments, and enjoy reading materials.
- The library staff is here to help you. Please feel comfortable asking for help at any time. The Library Media Specialist may be reached by calling the CES office.

Library Procedures

- Regular classroom rules apply in the media center.
- Students visit the library/media center one time per week during their assigned time and/or with their classroom teacher. During this time, students are permitted to check out media center materials.
- Students are responsible for both their materials and behavior in the media center. If a student's behavior is inappropriate, they will not be permitted to check out items from the library.
- Students are required to return all checked out materials before being allowed to check out more items.

- Overdue lists will be issued weekly and also around grade card times.
- If library materials are damaged or lost, the student responsible must pay the assigned cost.

Nursing Services & Medicine Information

- Students must ask permission of the teacher or supervisor if at lunch or recess.
- Students should check in at the CES Office before going to the nurse if at all possible. If not possible, the student should inform the nurse that he/she did not sign out so that the nurse can call the CES office/teacher to inform them that the student is there.

Non-Prescription Medicine

- **Cough Drops:** A note from a parent or guardian is required and must be signed by the principals or the secretaries before the start of the school day. The student must carry the note with him or her.
- **Non-Prescription Pain Relievers:** A *Parent's Request for the Administration of Medication by School Personnel* form must be completed by parents and returned to the CES Office. This documentation and the medication in the original bottle or box will be kept in the CES Office or Nurse's Room.
- Non-prescription medication will be stored in the CES Office or Nurse's Room and administered by office personnel upon the student's request.
- Students may not store medication in their desks, coats, pockets, backpacks, etc.

Prescription Medicine

- A *Physician's Request for the Administration of Medication by School Personnel* form must be completed by the doctor and returned to the CES Office or nurse.
- This documentation and the medication in the original prescription bottle or box will be kept in the Nurse's office.

Prescription Medicine cont...

- Each and every year, prescription medical forms must be completed by both the doctor

and by the parents for each and every prescription.

Inhalers

- If a student needs to have an inhaler at school, but does not need to keep it with him or her, that student should follow the instructions for prescription medications.
- If a student needs to keep the inhaler with him or her at all times, he or she needs to have a parent/guardian and doctor complete the Physician's Request for Self-Medication for Asthma Inhalers form. On this form, the doctor must specify that the student must have the inhaler with him or her at all times.

Special Notes

No person designated by the building principal to administer medication could be held liable for administering or failure to administer medication.

- Emergency Authorization Forms will be sent home with each student to be filled out by the parents and returned to school. These forms are for the protection of the student. The form gives the school and doctor permission to perform emergency procedures in case the parent cannot be reached. The school will make every effort to contact the parent in case of an emergency.
- CES Office fax number is 599-1463. Doctors can fax medical excuses or prescription drug information if necessary.
- Any time a student misses all or part of a day to see a doctor, dentist, orthodontist, counselor or other health professional, the student should bring back a note, appointment card, or verification on the professional's letterhead.
- Students are expected to participate in physical education class unless excused by a physician.
- Any student that has lactose intolerance or milk allergy needs a doctor's slip each year to receive the juice substitute with lunch or breakfast.

School Property

Access to Building

- School doors will be open at 8:00 a.m. (7:45 a.m. for breakfast)
- For the safety of our students, all visitors entering the building are to report immediately to the office where they will sign in and be issued visitor badges.

Lockers/Desks

- Student lockers, desks, cabinets and similar property are the property of the Napoleon Area City Schools and are provided to students as a convenience for their use.
- Lockers, desks, and other such property carry no expectation of privacy for the students.
- School lockers, desks, cabinets, etc. and their contents are subject to search by school authorities at any time and without warning.
- Students are to use appropriately sized binders and backpacks that will easily fit in their closet area and desk.
- **DO NOT**
 - Keep valuables in your desk.
 - Treat your desk or textbooks roughly.
 - Put glass items in your desk.
 - Have open containers in your desk.
- Students may be held liable for any damage to their desks and textbooks.

Outside Grounds

- Students may not use footballs, basketballs, tennis balls, etc., in front of the school building before or after school hours.
- While in the front of the school, students should use the sidewalks at all times. Please do not walk through the grass areas.
- Any damage to the building, property or equipment—accidental or intentional—should be reported to the office immediately.
- Students may be held responsible for any damage.
- Snowballs, stones, rubber bits, or other such objects are not to be thrown on any school property including the playground.
- No rough play is permitted.
- No skateboards or roller blades may be used on school property.

Outside Grounds cont...

- Students are not to play on snow hills.

- Central Elementary School’s Code of Conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes but is not limited to
 - Misconduct by a student on his or her way to or from school that occurs off school district property but is connected to activities or incidents that have occurred on school district property.
 - School buses
 - Property under the control of school authorities
 - Interscholastic competitions
 - Extracurricular events or other school activities or programs
 - Misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.
- Students are not to be on school grounds unless in a school activity which is under supervision of a school coach or other school employee.
- Students who are suspended or expelled may not be present on school property, participate or attend any school activities or contests, or be present at activities or on property controlled by the school.

Recess

- In addition to following the rules for school property and all items in the Code of Conduct, students must do the following during recess:
 - Use all equipment in a safe way.
 - Report **all** problems **immediately** to the supervisors on duty (injuries, harassment, arguments, fights, equipment damage, etc.). Do not wait until after recess is over to let the adults know what has happened.
 - End all games and activities as soon as the bell rings or whistle blows. Line up and proceed into the building immediately as directed.
 - Stay within boundary fences, the blacktop, and the grassy areas. Stay away from parked cars.
 - Eating and drinking is not permitted on the playground.

Telephones

- Students may use the office telephone with permission from the principal or secretary.
- When the Central Elementary School’s number is displayed on caller identification devices, office personnel will check with the principals and nurse as to reason for the call. Unless otherwise informed by staff that a call was made, no further action will be taken.
- Students are not to call from classrooms for dismissal due to illness or appointment. They should come to the office or nurse’s room.
- Incoming calls for students will be handled as follows:
 - Notes/passes written for early dismissals will be delivered as needed.
 - Messages referring to after school activities will be delivered at the end of the day.
 - Emergency calls in which requests are made to talk to students during class will be handled by the principal.

Wildcat Café

- Deliveries of food to students from local restaurants are prohibited.
- Fries cannot be served with salads or meals that include potatoes due to federal law.
- **Breakfast Program**
 - Serving starts at 7:45 a.m.
 - Students approved for Free and Reduced lunches are also eligible for breakfast.
 - A monthly menu is posted.
 - Breakfast will not be served on delayed schedule days – either planned or weather related.
 - Students must eat breakfast in the cafeteria and in a timely manner as to not be late for class at 8:12 a.m.
 - Eating breakfast is not an excuse for being tardy to class.
- **Payments**
 - Students should place café payments (in a sealed envelope with first and last name labeled) into the “lock box” outside of the office between 8:00 and 8:12 a.m.

Payments cont...

- Checks should be made payable to Central Elementary School or Napoleon Area City Schools.
- Those students who do not make payments in the morning need to go to the back of the lunch line so they can pay without slowing down the rest of the lunch line.
- The cost of a school lunch is \$2.30. This is subject to change.
- **Account Questions**
 - If parents/guardians have any questions, call 599-1851 and ask for the cafeteria's extension. The best time to call is between 10:00 and 10:45 a.m.
 - Students are given receipts when their balance falls below \$2.00.
 - Students must decide what they want to eat in the morning and tell their teacher.
 - Students must take what they order during lunch.
 - ***Free & Reduced Breakfast & Lunch Program:*** Apply for this at the start of every school year and any time your income changes. Contact office for details.
- **Cafeteria Behavior**
 - Please be quiet when moving through the line so that orders can be heard.
 - Speak in "indoor voices" when in the lunchroom.
 - Clean up your area, including any items you have dropped or spilled.
 - Return your own tray to the kitchen window.
 - Remain seated until your table is dismissed.
- **Lunch Times**
 - Grade 4 10:55 – 11:30 (subject to change)
 - Grade 5 11:00– 11:35 (subject to change)

School Transportation

Bus Rules

- Students shall not enter the lot until the buses have stopped, and they have been given permission by the supervisors on duty.
- When their buses arrive, students should go directly to and remain on their bus.
- Older students should help younger students.
- If there is an early dismissal, students should remain in the building until their bus arrives and they are dismissed.
- Students are to follow the directions of the transportation director, bus lot supervisors, bus drivers, and other school officials.
- Buses and bus lots are school property. Therefore, the Student Code of Conduct applies to behavior on them.
- The transportation director may be reached at 592-2403.

Field Trips

- Students are expected to follow all bus regulations and the Student Code of Conduct Rules when on any school sponsored field trip.
- All students are permitted to attend educational field trips (if scheduled).
- Incentive field trips may have criteria for student participation such as completed homework, student behavior, and grades.
- Students are not to bring any more money with them on the field trip than absolutely necessary. In some cases, students may need to bring a small amount of money with them for food or other such items. Students should check with staff member in charge of trip as to the maximum amount of money they are allowed to bring with them.

Student Code of Conduct

What we believe

- Each student deserves a safe and orderly environment in which to learn.
- No student should fear for his/her safety.
- No student should have his/her education disrupted by the misbehavior of another student.
- One of our tasks is to encourage the development of responsibility and good citizenship.
- Every elementary school student and staff member should do his or her best to make Central Elementary School a positive place for everyone.

Student Code of Conduct cont...

Guidelines

- Read the Student Code of Conduct. Ask questions about any part that you do not understand.
- Follow directions the first time they are given.
 - Be seated in class on time.
 - Be prepared to learn.
 - Listen and pay attention.
 - Bring your book and writing materials to class every day unless the teacher specifically tells you otherwise.
 - Always use appropriate language.
 - Treat people and things with respect
 - Keep hands, feet, and objects to yourself.
 - Behave in an honorable and responsible manner at all times.
 - Remember that you represent Central Elementary School.

Where the code is in effect

- School rules may be enforced in all school settings:
 - School Buildings
 - School Buses and Bus Stops
 - Any School Function (home or away)
 - Off- School Property
 - When a violation is connected to activities or incidents that occurred on school property.
 - When a violation is directed at a district official or employee, or the property of an official or employee.

Consequences

- Consequences for not following the Student Code of Conduct include a warning, parent note, or conference, loss of privileges, office detention, Saturday School, In-School Suspension, Alternative School, Community Service, Out-of-School Suspension, Expulsion, and Court Referrals.
- Central Elementary School has a “stair-stepping” discipline policy. When a student reaches the next level for a consequence, they may not receive a lesser consequence for a lesser offense.

- Students that miss a consequence due to absence are automatically expected to serve detentions on the day they return.
- Students who are too ill to attend Saturday Schools should have a parent call in before 8:30 a.m. on that Saturday morning. An answering machine will pick up any calls between working hours and 8:00 a.m.
- If a phone call is received, the student is automatically expected to serve the following Saturday. If a phone call is not received, the student may receive other consequences.
- OHIO REVISED CODE 3313.66 states that the building principals may require students to perform community service in conjunction with or in place of a suspension or expulsion.
- OHIO REVISED CODE 3313.66 states that any discipline and consequence procedure shall be in effect off school grounds if the action took place on the way (in transit) to school or if it can be “tied” back to a school incident.

Level One

Expectations & Violation Examples

- *Be seated in class on time:* **Tardy** - Late
- *Eat and drink only in the cafeteria*:*
Gum, candy, food, and drinks - Eating or having food or gum outside the cafeteria (*unless given teacher permission due to a special occasion).
- *Classrooms should have an orderly atmosphere:* **Disruptive Behavior** - Talking out of turn, bothering others, noises, out of seat or anything else that interferes with teaching and/or learning.
- *Students will know and follow rules of classroom:* **Violation of Classroom Rules** - Did not follow rules posted in the classroom or given in a team handbook.
- *Students will be honest:* **Falsification of Truth** – Lying, stretching the truth, (oral or written); "leaving out" important information; forging a signature; making up stories about others; being dishonest.
Deceit / Fraud / Cheating - Making people believe something that isn't true on purpose; letting others believe that work, answers, research, etc. that was done by someone else was all your own thoughts and efforts.

Level One cont...

- *Students will bring only necessary materials:* **Unnecessary Personal Items – DO NOT** bring toys, cameras, electronic items, such as CD players, cell phones, pagers to school. These disrupt school. The school will not be responsible for loss or damage to these items. Parents may be required to pick these items up from the office.
- *Students will be responsible:* **Failure to serve assigned consequences** – Did not attend your-recess or after school detention or other consequences assigned to you.

Consequences for Level I Violations

- Usually given by teachers (regular and substitute), lunch / recess supervisors and teams
- May include but are not limited to
 - Warn and/or Advise
 - Teacher Notes in Agenda Book
 - Teacher Detentions
 - Loss of Privileges (Special seating, cafeteria seating, recess, media, restroom)
 - Student called into a Team Meeting
 - Phone call or e-mail to parents
 - 45 min. Office Detention
 - In-School Suspension
 - Saturday School
 - Court Mediation and/or Court Referral
 - Referral to conflict resolution
 - Community Service
 - Referral to office for chronic offenses (at which point the student may be given Level II consequences)

Level Two

Expectations & Violation Examples

- *Dress and behave appropriately:* **Inappropriate Clothing or Actions for a school setting** - Students will follow the dress code, treat all others with respect and conduct themselves properly.
- *Always use appropriate language:* **Offensive Language or Actions** - Do not talk or behave in a way that upsets others.
- *Act respectful towards others:* **No inappropriate touching, obscene gestures or**

drawings, possessing obscene materials and similar issues.

- *Treat others with respect:* **Belligerent / Disrespectful** - Acting in an angry way towards adults, being rude to them or not behaving in a respectful way.
- *Follow directions the first time:* **Not Compliant** - Not doing what you are told to do the first time when you are told to do it. **Insubordination** - Doing the opposite of what you are told or behaving in an angry way when refusing to do what you are told.
- *Behave in a way which keeps you and others safe:* **Reckless Endangerment** - Acting in a way that could cause harm to yourself and/or others. This includes pushing, shoving, throwing items, and other such behaviors even if you do not purposely mean to hurt anyone
- *Treat everyone with respect:* **Fighting/Threatening/Harassment** - Assaulting fellow students or students from other buildings, school staff or employees - This includes physical and verbal fights. It also includes sexual, racial and other types of harassment.
- *Treat school property and flags with respect:* **Destruction/Vandalism** - Damage to school building, property, or American or State of Ohio flag. This includes breaking, scratching, marring, marking, tearing, and any other action. This may be treated as a Level Two or Level Three Offense.
- *Treat yourself with respect:* Intentionally hurting, injuring, marking or otherwise damaging yourself.
- *Be in the right place at the right time:* **In Wrong Room or Area** - Not being where you are supposed to be; leaving a room or area without adult permission. CES students shall not attend any Napoleon Middle School dance.
- *Be in the right place at the time:* **Truancy** - Skipping a class or classes; leaving school grounds. This may be treated as a Level III Offense.
- *Students will be responsible:* **Failure to serve assigned consequences** – Did not attend your recess or after school detention or other time assigned to you.

Level Two cont...

Consequences for Level II Violations

- Usually given by Principals, often after a teacher or team referral.
- May include, but are not limited to
 - Phone call home
 - Parent conference
 - Referral to office
 - 45 min. Office Detention
 - Restitution
 - Referral to Conflict Resolution
 - Removal from class
 - Saturday School
 - Alternative School
 - Community Service
 - In-School Suspension
 - Out-of-School Suspension
 - Referral to Guidance
 - Referral for Treatment
 - Referral to Court Mediation
 - Contacting police, juvenile court, social service agencies or other sources
 - Referral to the office for chronic offenses (at which point the student may be given Level III consequences)

Level Three

Expectations & Violation Examples

- *Students will not steal:* **Theft** – Taking an item that does not belong to you.
- *Students will be in school unless they have an approved excuse:* **Truancy** - Not coming to school or leaving school without permission.
- *Each student will have a safe and orderly environment in which to learn:* **Misusing or threaten to misuse Fire Alarms or Fire Extinguishers; calling in or making a bomb threat; calling 911 under false pretenses; or other behavior that puts the welfare of the school community in jeopardy.**
- *Students will treat all school employees with respect:* **Threatening or assaulting a school employee or school employee's property or belongings on or off school property.**
- *Students will make positive choices:* **Alcohol, Drug or Tobacco Issues** - Students will not use or possess alcohol, drugs, tobacco or items that are used with these substances, such as a

lighter. They will also not use or possess items that are being represented as being alcohol, drugs or tobacco.

- *Each student will have a safe and orderly environment in which to learn:* **Possession of weapons (i.e. guns, knives, etc.), which includes look-alikes, such as weapons, explosives, or nuisance items.** – Do not have these items anywhere that the School Code is in effect – ever.

Consequences for Level III Violations

- Usually given by Principals
- May include, but are not limited to
 - Restitution
 - Removal from class
 - Saturday School
 - Community Service
 - In-School Suspension
 - Alternative School
 - Out-of-School Suspension
 - Referral for Treatment
 - Referral to Court Mediation
 - Referral to Juvenile Court, Police, Social Services Agencies, or other sources
 - Referral for Expulsion

Office Detention

- Time: 3:00 p.m. – 3:45 p.m.
- Location: CES Office unless informed otherwise.
- Bring pencils, agenda book, homework to complete, and Code of Conduct slip with parent signature.
- If not served due to cancellation of the session that day or absence of the student, it **must** be served the **following day**. No new paperwork will be issued.
- If an office detention is not served for an unexcused reason, the student may be issued a Saturday School or ISS.
- If a student misbehaves during the office detention or does not cooperate, he/she may be required to attend a Saturday School or receive another consequence.

Level Three cont...

Saturday School

- Saturday School is 8:30 to 11:30 a.m. at NMS.
- Students should arrive between 8:15 and 8:30 a.m. at NMS.
- Students should report directly to the Middle School office.
- Students should be silently working within five minutes of when they are taken into the classroom.
- Doors will be locked very shortly after 8:30.
- The supervisor will be in the building from 8:00 until 11:30. From 8:00-8:30, he / she will answer phones.
- Phone calls to inform of student's inability to serve due to illness or an emergency should be made at or before 8:30 a.m. on Saturday.
- Messages may be left on the answering machine between the closing of school on Friday and 8:00 a.m. Saturday.
- Parents are responsible for transportation to and from the session.
- Students must bring
 - writing materials
 - textbooks
 - assignments
 - appropriate books to read
- Excused absences due to illness (and for which a phone call was received before 8:30 a.m. on Saturday) are automatically expected to be served the next Saturday. No new paperwork will be issued.
- If there is inclement weather, listen to WNDH, 103.1 FM. If Saturday School is canceled, the supervisor will call the student before 8:00 a.m.
- When a Saturday School is canceled, students are automatically expected to serve it the next Saturday. No new paperwork will be issued.
- Unexcused absence from Saturday School may result in the following:
 - Additional Saturday Schools
 - A day of In-School Suspension/Alternative School
 - Community Service
 - A day of Out-of-School Suspension
 - Other appropriate consequences
- Disruptive behavior in Saturday School may result in the following:
 - Being sent home
 - Community Service
 - Additional Saturday Schools

- A day of In-School Suspension/Alternative School
- A day of Out-of-School Suspension
- Expulsion
- Other appropriate consequences

Community Service

- OHIO REVISED CODE 3313.66 states that school administrators in agreement with the superintendent may require a student to perform community service in conjunction with or in place of a suspension or expulsion.
- Community service is defined as but not limited to student-initiated work on or off of Napoleon Area School's property.
- Community service may be required during or after normal school hours on weekdays or weekends.
- Adult supervision will be provided during community service.

In-School Suspension & Alternative School

- Follows due process and can be appealed. Students must serve while on appeal.
- Students receive credit for current work done while serving in-school suspension dates.

Items to Bring:

- Writing materials (paper, pencils, pens)
- All of their textbooks and a teacher made list of assignments to complete
- Homework, late work, etc.

Out-of-School Suspension

- See Board Policy #JGE
- Denies the student the right to attend school and any school functions.
- Places the student in the custody of the parent or guardian.
- Follows due process and can be appealed

Expulsion (continued on next page)

- See Board Policy #JGE

Expulsion cont...

- Prohibits a student to attend classes, school activities, or be on school property during the expulsion.

- If a student is expelled from school during the school year, once he or she is able to return, his / her first suspendible offense may result in a recommendation for expulsion.

Napoleon Area City Schools Computer Systems & Internet Safety User Agreement

Every student and his/her parent or guardian must sign a computer user agreement before he/she is allowed to be on the computer. This is a board policy and there are no exceptions.

Upon entering NAS, each student will receive a copy of the agreement and signature sheet. One signature covers the student's computer use for his/her career at Napoleon Area Schools. Listed below are excerpts from the policy. Please contact the school office to obtain a complete copy of the agreement.

General Policy

The Napoleon Area City School District (NACSD) provides access to electronic computing, communication and network systems. These systems include stand-alone computers, interconnected computer systems in a building, district or inter-connected computer systems and state/national/international connections that include services such as e-mail, forums, bulleting boards and web sites. Access is provided solely for the purposes of education and educational research. The District will exercise reasonable effort to limit pupil access to inappropriate materials, but cannot provide assurance that all materials are appropriate. The ultimate responsibility for monitoring usage is that of the student and the student's parent or guardian, staff member or other authorized user. The District further provides no assurance that any specific information, service or system presently available on the electronic network will continue to be

available. Access to electronic equipment and networks is a privilege which may be lost in the event of failure to comply with any of the terms of NACSD Electronic Systems Usage Policy (ESUP). This policy must be read and approved in writing by each staff member, pupil, parent or guardian of pupils under the age of 18 or other authorized user of NACSD electronic systems.

Termination of User Privileges

Violation of any of the above may result in reduction, limitation or termination of the user privileges and access at any time without prior notice or hearing of any kind. Violation of this agreement by NACSD pupils is also a violation of the District Pupil Discipline Code and may result in punishment as provided therein. Fines may be assessed to cover wages, materials and equipment required to repair system damage. Violation of the above by faculty, staff and other authorized users will result in appropriate disciplinary actions.

No Child Left Behind

Information for Parents

At the beginning of each school year, school districts must make available to parents, ***upon request***, the following information about their child's classroom teacher:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas taught
- Whether the teacher is considered highly qualified for his or her position.
- Whether the teacher is teaching under emergency or other provisional status
- Whether the child is provided service by paraprofessionals and, if so, the paraprofessional's qualifications.

Central Elementary School Consent Form

2011 – 2012

ACKNOWLEDGEMENT OF HANDBOOK RECEIPT

I have received a copy of the Central Elementary School Handbook. I understand that the handbook contains information that my child and I may need during the school year. I also understand that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in this handbook. Failure to sign this receipt form then states in meaning that I am in agreement with the statements.

Name of the Student: _____

Date: _____

Signature of Student: _____

Homeroom Teacher: _____

Signature of Parent/Guardian: _____

DIRECTORY INFORMATION NOTICE

Federal law requires that “directory information” about my child be released by the Napoleon Area School district to those who requests it (i.e. Napoleon Police Department) unless I object in writing to the release of any or all of this information. The objection must be filed within ten school days of the time this handbook was given to my child.

Directory information ordinarily includes the following:

- Student’s name
- Address and telephone number
- Date and place of birth
- Participation in officially recognized activities and sports
- Photographs / Videotaping/Yearbook
- Dates of attendance
- Awards received in school
- Most recent previous school attended

Please send a note to our office secretary if you do not want your child’s information listed above (including pictures placed in the yearbook, birthday announced at school or on the radio, lost child information sent the police department, and etc.) released to the public. Please include a list of the directory information that you do not want released.

SCHOOL SPONSORED TRIP PERMISSION NOTICE

I give permission for my child to take all school-sponsored academic and extra-curricular trips (if scheduled) during the 2011 – 2012 school year. If you do not sign this form, your child will not be permitted to attend any field trip or activity off school property.

Name of the Student: _____ **Date:** _____

Signature of Parent/Guardian: _____

Complete and return to your child’s Home Room teacher within 10 days.

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