Southington Elementary School

K–5 Student Handbook

Revised for the 2026-2027 School Year

SOUTHINGTON LOCAL SCHOOLS
Southington Elementary School

2482 St. Rt. 534
Southington, Ohio 44470
(330) 898-1781 or (330) 898-7480

STUDENT REPORT OFF LINE
CALL THIS NUMBER TO REPORT YOUR CHILD ABSENT FROM SCHOOL
(330) 898-1701

Superintendent: Mr. Troy Beall
(330) 898-7480 Ext. 124
Secretary: Mrs. Shari Gilanyi
(330) 898-7480 Ext. 119
Elementary Principal: Mr. Rocco Nero
(330) 898-7480 Ext.108

Treasurer: Mr. Paul Pestello
(330) 898-7480 Ext. 120

Elementary Secretary: Mrs. Aimee St Clair
(330) 898-7480 Ext. 102

Assistant: Mrs. Becky Clark
(330) 898-7480 Ext. 121

Cafeteria Supervisor: Ms. Kassidy Kesner
(330)898-7480 Ext. 309

Board of Education Members:
Mr. Terry Kelly- Board President
Mrs. Elizabeth Dunn- Board Vice-President
Ms. Megan Gibbs- Board Member
Mr. Steve Gilanyi- Board Member
Mrs. LeeAnn Westenfelder -Board Member

SOUTHINGTON ELEMENTARY
PARENT AND STUDENT HANDBOOK
TABLE OF CONTENTS

Emergency Weather and Enrollment Procedures	1
Introduction	2
Mission Statement	2
Scope of Rules/Equal Opportunities	2
Attendance Procedures	2-4
Absence and Excuses	2-3
House Bill 410	3-4
Tardies/ Early Dismissal	4
Extended Absences	4
Vacations	4
Outstanding Attendance	4
Open Enrollment	4
Emergency Drills	5
Student Suspension/Expulsion/Emergency Removal/In-School Detention	5-7
Code of Conduct	7
Internet Acceptable Use and Safety Policy	7-8
Surveillance Cameras	8
Telephone Use	8
Class Fees	8
Damaged/Lost Materials	8
Grading	9
Promotion/Retention/Advancement/Placement	9
Summer Reading Program	9
Dress Code	9-10
Student Valuables	10
Lost and Found	10
Medical/Health	11-12
Emergency Medical Form	11
Medication	11
Health Guidelines	11-12
School Insurance	12
Breakfast and Lunch/Lunchroom Guidelines	12
Birthdays and Class Treats	12
Volunteers and Visitors	12
Background Check	13
Transportation	13-15
Drop off/Pick-up	13
Bus Transportation/Bus Communication/Disciplinary	13-14
Bus Rules/Conduct Report	15
Corrective Action	16
Saturday Detention	17
Calendar	18
Vacation Form	19

EMERGENCY WEATHER PROCEDURES

Every attempt is made to have school daily. However, when the issue of the safety of our students is in question, the school will either be remote, canceled, or placed on a two-hour delay.

The following TV stations will broadcast our school closings or delays:

PLEASE DO NOT PHONE INTO THE SCHOOL TO ASK. WE WILL CONTACT YOU USING OUR "ALL-CALL" SYSTEM.

TV Stations:

WFMJ-Channel 21 (www.wfmj.com)
WKBN-Channel 27 (www.wkbn.com)
WYTV-Channel 33 (www.wytv.com)

TWO-HOUR DELAY PROCEDURES

Two-hour delays are announced as quickly as possible. The two-hour delay will first be announced through the "all call" system. Every effort is made to get the information out as quickly as possible. When a school delay procedure is announced, the following time schedules and changes are used:

- **High School will start at 9:35 a.m.** (Buses leaving for their routes at approximately 8:40 a.m.).
- **Elementary School will start at 10:35 a.m. Students may be dropped off at 10:35 a. m.** (Buses leaving for their routes at approximately 9:40 a.m.).
- **TCTC** students will be provided transportation at 9:30 a.m. by school bus.
- The **normal ending times** for both high school and elementary school will remain the same.
- **PLEASE DO NOT PHONE THE SCHOOL. SCHOOL TELEPHONE LINES WILL BE IN USE TO COORDINATE STUDENT TRANSPORTATION.**

ENROLLMENT PROCEDURES

We **MUST** have the following required documents at the time of registration:

- ✓ Copy of your child's Birth Certificate
- ✓ Copy of your child's Social Security Card
- ✓ Copy of your child's current Immunization Record
- ✓ Custody Agreement (if applicable)
- ✓ 2 Forms of Proof of Residency (current utility bill, copy of lease/deed in your name)
- ✓ Registration Paperwork

SOUTHINGTON LOCAL SCHOOLS
STUDENT HANDBOOK

INTRODUCTION

MISSION STATEMENT

Southington Local Schools are committed to excellence in teaching and learning for all students. The community and school both hold high expectations for students and staff. We share with our community the responsibility for the education of all students so they will be prepared to live and work in a rapidly changing world.

SCOPE OF RULES

The guidelines in this handbook are intended to provide all students with a safe and caring learning environment. Although it may be rare, the school holds the right to amend or deviate from the handbook at any time. The 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, school buses and property under the control of school authorities, and while at interscholastic competitions, extracurricular events, or other school activities or programs. In addition, this Code of Conduct includes 1) misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property; and 2) 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.

EQUAL OPPORTUNITIES

The Southington Board of Education provides equal education, counseling, extracurricular and employment opportunities to all students, employees, and job applicants. Equal opportunities exist without regard to race, color, creed, national origin, sex, handicap, or sexual orientation.

ATTENDANCE

ABSENCE AND EXCUSES

Parents are required to call the school (898-1701) to report their child's absence. Parents should give reasons for their child's absence. Excuses from school attendance are recognized for the following reasons only (by Board of Education policy and State law).

1. Illnesses: personal – **written physician's excuse required after 10th consecutive absence**
2. Funeral
3. Religious holidays
4. Court summons
5. Quarantine
6. Emergency
7. Illness in the family

"Truancy means . . . being absent without excuse as approved by the State of Ohio (listed above)."
"A Truant is . . . any student who is absent from school or class without expressed knowledge and/or permission from a parent, guardian, or school."
"Unexcused absence means . . . any absence that is not preceded by notification and/or followed by a note from a parent, guardian, or physician in case of personal illness, family emergency, or other situations as

defined by the Ohio Revised Code." All absences which are not classified as approved or excused are considered an act of truancy. In such cases, the school has no legal obligation to provide further education services. **Make-up work in these cases is not permitted.**

A written parent/guardian excuse **must** be submitted by the student for all cases of absence and tardiness on the day the student returns to school. **A physician's statement should be submitted to the school if a physician is consulted for an absence due to illness.**

Make-up work is permitted in all cases of **excused absences** and is to be completed in the same number of days the student was absent. EXAMPLE: A student missing Monday and Tuesday will have Wednesday and Thursday to complete makeup work.

ATTENDANCE PROCEDURES

When a student is absent, parents are required to call the school at (330) 898-1701. Good attendance is important at every grade level.

HOUSE BILL 410 HABITUAL TRUANCY

Every student in Ohio needs to attend school every day. Missing too much school has long-term negative effects on students, such as lower achievement and graduation rates.

In December 2016, the Ohio General Assembly passed House Bill 410 to encourage and support a preventative approach to excessive absences and truancy. Beginning with the 2017-2018 school year, several changes took effect. Schools may not suspend or expel students for missing too much school. The district's policies outline interventions and plans for students who miss too much school. A district or school absence intervention team, comprised of a team of educators, district representatives and other supportive adults, will develop a specialized absence intervention plan for students who are habitually truant. Absence intervention plans incorporate academic and non-academic supports to help the student and remove barriers to regular attendance. The legislation highlights the importance of parental engagement and accountability as part of a student's absence intervention plan.

Highlights of HB 410:

1. Definition of 'habitual truant' changed from days to hours. The new definition is:
   a. Unexcused absence for 30 or more consecutive hours;
   b. Unexcused absence for 42 or more hours in one month; or
   c. Unexcused absence for 72 or more hours in one year.
2. Includes 'excessive absences':
   a. Absent for 38 or more hours in one school month with nonmedical excuses or without a legitimate excuse: or
   b. Absent for 65 or more hours in one school year with nonmedical excuses or without a legitimate excuse.
3. Requires updates to district policies, such as removing 'excessive absences' from zero tolerance policies and committing to preventative approaches to truancy rather than suspensions or expulsions.
4. The creation of absence intervention teams to develop absence intervention plans for students who are habitually truant. Children will be assigned to an absence intervention team within 10 days of reaching a truancy threshold, and an absence intervention plan will be developed within 14 days of assignment. Parents will be invited to be part of the team and will be notified of the absence intervention plan. Parent failure to respond to attempts to include them in addressing truancy will be evaluated regarding reporting to children's services. Parents may send a designee to participate on their behalf.

5. Parents will be notified within 7 days after reaching 38 hours of absence in one month (for nonmedical reasons or without legitimate excuse) or 65 hours in a year (for nonmedical reasons or without legitimate excuse.)

TARDIES

Tardiness is defined as not being in one's assigned seat or station when the class period begins.
Excessive tardiness may result in detention.
Students who arrive after 8:40 a.m. are considered tardy. Tardy time will be considered 'Unexcused' and will count toward HB410's tracking of 'Excessive Absence' and 'Habitual Truancy'.
The penalty for tardiness is as follows:

1-3 tardies per grading period- Warning
4+ tardies per grading period- Unexcused Tardy

EARLY DISMISSAL FROM SCHOOL

It is strongly recommended that doctor and/or dentist appointments be scheduled after regular school hours. However, if needed, the students can be dismissed if a written parental permission slip is submitted to the office before school begins. The parental permission slip should state the nature of the requested absence and the time of dismissal. All students must be signed out in the office before leaving the school grounds.

EXTENDED ABSENCES

If a student is to be out of school for an extended period of time, it is the responsibility of the parent/guardian to notify the school. Regular, periodic communication between the home and school is important in these cases. The school will arrange for homework, tests, and other assignments to be sent home on a regular basis. A minimum of a day's notice to the office is needed to gather the necessary materials.

In situations where a medical disability lasts longer than ten (10) days, the school may provide home instruction for the student. A physician's written statement outlining the reason for the disability and the duration is required after 10 days absence and prior to any home instruction.

VACATIONS

Southington School strongly encourages vacations to be scheduled to coincide with school breaks and not during state testing dates. It is impossible for a student to make up all that gets missed in a day of instruction. In the event a vacation must cause loss of school time, a Vacation Request Form must be completed in advance. Vacations are included in absence reports, as per HB 410.

OUTSTANDING ATTENDANCE

Attendance awards will be distributed at the conclusion of the school year. Any student missing 10 hours or less will receive recognition for excellent attendance.

OPEN ENROLLMENT

Students who attend Southington Local Schools via **Open Enrollment must reapply every year**. Paperwork will be mailed that needs to be completed and returned by the due date for approval.

EMERGENCY DRILLS

To ensure the safety of our student body, all students are to participate fully, quietly, and cooperatively in all drills. Directions for fire, tornado, and emergency drills will be posted in each room at the beginning of the year and are to be followed without question.

STUDENT SUSPENSION/EXPULSION & EMERGENCY REMOVAL

A pupil may be suspended, expelled, or removed on an emergency basis for any of the following reasons (the examples are intended only as examples and are not limited in their scope or application):

1. **DISRUPTION IN SCHOOL:** A student shall not disrupt or interfere with any curricular or extracurricular activity (i.e. unauthorized assembly, the threat of or actual obstruction of a staff member or student, use of violence, force, coercion or threat thereof against any person).
2. **DAMAGE OF SCHOOL PROPERTY:** A student shall not cause or attempt to cause damage to the school, its property, or equipment (i.e. vandalism, defacing, damage, or destruction of textbooks).
3. **DAMAGE TO PERSONAL OR PRIVATE PROPERTY:** A student shall not cause or attempt to cause damage to the personal property of any person.
4. **ASSAULT:** A student shall not cause, attempt to cause, threaten to cause or behave in such a manner as could reasonably be interpreted to cause injury or damage to any person (i.e. fighting, verbal abuse, threats, physical retaliation). Any hostile acts of bodily contact among two or more students, regardless of how it begins or who was at fault, in or on school property, or while in attendance at any sponsored activity, at home or away, shall result in suspension or other disciplinary action for all parties involved.
5. **POSSESSION OF DANGEROUS WEAPONS OR INSTRUMENTS:** A student shall not possess, handle, transmit, conceal, or use any object, which can reasonably be considered a weapon or look-alike on the property of Southington Schools or at any sponsored event (i.e. firearms, fireworks, explosives, knives, blackjacks, canes or any other striking instruments).
6. **REPEATED VIOLATION OF SCHOOL RULES:** A student shall not be in repeated violation of the rules or regulations established by the school, building administrators, or staff members authorized to establish such rules and regulations (i.e. dress code, bus regulations, rules pertaining to cafeteria, restroom, classrooms, halls, attendance, etc.).
7. **DISREGARD OF REASONABLE DIRECTIONS OR COMMANDS BY SCHOOL PERSONNEL:** A student shall not fail to obey or comply with any reasonable directions or command given by any authorized school employee. This shall also apply to classified employees in the performance of their assigned duties, including teacher aides, bus drivers, cafeteria workers, aides, and custodians.
8. **PROFANITY, ABUSIVE, OR SUGGESTIVE LANGUAGE OR GESTURES, OR VULGAR BEHAVIOR:** A student shall not use profane, abusive, or suggestive language or gestures, or vulgar behavior, nor direct such language or gestures or behavior toward another student or school personnel.
9. **CONDUCT WHICH VIOLATES LOCAL, STATE, OR FEDERAL LAWS:** A student shall not exhibit such behavior as to be in violation of the local, state, or federal government (i.e. theft, forgery, gambling, bomb threats, false fire alarms).
10. **HARASSMENT:** No student will threaten, intimidate, or harass another student either verbally, physically, or in writing. This could include but is not limited to touching, speaking to, or writing things about another student or staff member. No one should be subjected to harassment at school for any reason. Therefore, it is the policy of the Southington Local Schools Board of Education that all employees, volunteers, parents, and students will deal with all persons in ways which convey

respect and consideration for individuals regardless of race, color, marital status, national origin, creed, religion, gender, age, or disability. Acts of harassment, hostility, or defamation, whether verbal, written, or physical, will not be tolerated and constitute grounds for disciplinary action including suspension and/or expulsion from school. Legal agencies may be contacted. Sexual harassment includes all unwanted, uninvited and non-reciprocal sexual attention as well as the creation of an intimidating and hostile or offensive school or work environment. Harassment can include: sexually suggestive looks or gestures, sexual jokes, pictures or teasing, pressure for dates or sex, sexually demeaning comments, deliberate touching, cornering, pinching, attempts to kiss or fondle, threats, demands, or suggestions that favors will be granted in exchange for sex or tolerance of sexual advances. For counsel and assistance in resolving matters of this nature, contact the principal or guidance counselor.

SUSPENSION

The term suspension shall be understood to mean the removal of a student from all related school activities, curricular and extracurricular, for a period in excess of twenty-four (24) hours but not to exceed ten (10) school days.

Suspension requires that the student is under the supervision of the parent/guardian. Students who are suspended out of school or expelled may not be present on school property, participate or attend any school activities or contest, or be present at activities or on property controlled by the school. A student on suspension is able to make up any major tests but not daily assignments.

IN-SCHOOL DETENTION RULES

1. Students will not be permitted to leave an in-school suspension assignment unless an administrator or a teacher grants permission in writing.
2. Students will get their academic assignments from their teachers at the beginning of the day.
3. Students will be required to bring all needed textbooks and materials.
4. Students refusing to work on teacher assignments will receive out-of-school suspension equal to the full length of the original suspension.
5. SLEEPING, ELECTRICAL DEVICES, TALKING, AND USING UNAUTHORIZED MATERIALS ARE NOT PERMITTED. Engaging in any of the just mentioned will result in an out-of-school suspension equal to the full length of the original suspension.
6. Visitors are not permitted.
7. Finished schoolwork will be given to the supervisor at the end of the day. If the student has no work or assignments, the student is to engage in reading, writing, or drawing.

STUDENT SUSPENSION/EXPULSION – PROCEDURES

The following steps shall be implemented in all suspensions:

1. The student will receive a written notice of intent to suspend from the Principal or Superintendent.
2. The student shall be given an opportunity to appear at the informal hearing before the Principal or Superintendent, to explain his/her side of the story.
3. If a student is suspended, the parent/guardian will be called, and a written notice shall be sent to the student's parent/guardian within twenty-four (24) hours by the Principal or Superintendent notifying them of such suspension.

4. The student or parent may appeal the suspension, first to the Superintendent, then to the Board of Education and is to be represented in all appeal hearings.

The following steps shall be implemented in all expulsion cases:

1. The parent/guardian shall receive a written notice of the intention to expel a student by the Superintendent.
2. The student and his/her parent, guardian, or representative will be provided an opportunity to appear in person before the Superintendent to challenge the reasons for the intended expulsion or explain the student's actions. The hearing, if requested by the parent, shall take place no earlier than three (3) days or later than five (5) days after notice is given.
3. If a student is expelled, a written notice shall be sent by the Superintendent within twenty-four (24) hours to the student's parents and the treasurer notifying them of such expulsion.
4. The student or parent may appeal the expulsion to the Board of Education and may be represented in the appeal hearing.

EMERGENCY REMOVAL

If a student's presence constitutes a continuing danger to persons or property or an ongoing threat of disruption anywhere on or off the school property, the teacher, Principal, or Superintendent may remove the student from said activity.

1. After emergency removal, a hearing shall be held within three (3) days with the Principal, student, and the teacher who caused the removal.
2. The student has an opportunity to discuss his/her actions at the hearing.
3. All procedures regarding the hearing are the same as in the suspension and expulsion policy.

Please be aware that this is a condensed version of the Board of Education's policy on suspension, expulsion, and emergency removal. The complete text of this policy is available from the Principal upon request.

SOUTHINGTON SCHOOL CODE OF CONDUCT (SEE DISCIPLINE POLICY)

Rules and regulations defining every type of pupil behavior are neither practical nor possible. Please remember a school is a place of business, and student behavior is expected to be conducted accordingly. Students at Southington are expected to behave and obey school rules, regulations, and procedures and to practice good citizenship at all times. In cases of misconduct, the corrective action taken will relate as closely as possible to the offense.

INTERNET ACCEPTABLE USE AND SAFETY POLICY

Our Acceptable Use and Safety Policy is designed to articulate the appropriate use of computer networks, including the Internet, in the instructional setting of our schools. The document seeks to set ground rules that will forestall problems that could surface in such an unfettered environment. User compliance with the rules will help ensure a safe and appropriate learning environment.

To this end, the district will employ reasonable technology solutions, including Internet filtering software to restrict access to objectionable material. Staff or software will monitor Internet access by students at all times. The use of obscene, vulgar, threatening, harassing, abusive, or other graphic communication, is expressly forbidden. Students who intentionally try to bypass any filtering system will lose computer privileges.

All students and employees are eligible to access the network resources in our school building. Technology use shall be according to classroom instructions at all times. Students will not be provided with email accounts by the school district. Except in cases involving specific class projects, students will not have access to chat

rooms, online messaging systems, or other forms of direct electronic communication in school. Parents who would like their children to be denied access to the Internet in school should notify each child's principal in writing at the beginning of each school year. Internet and user account privileges may be denied, suspended, or revoked as a consequence of violation of the provisions of this policy.

Security of any computer system is a high priority, especially when the system involves many users. If the user can identify a problem on the Internet, he/she must notify a system administrator immediately. Do not demonstrate the problem to other users. Do not use another individual's account. Do not use MP3 players for downloading music. Do not use USB media storage devices. Furthermore, Southington Schools will cooperate fully with law enforcement officials when there is suspicion that unlawful activity has taken place.

SURVEILLANCE CAMERAS

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

TELEPHONE USE

School telephones are reserved for business purposes. Students will not be called out of class to receive telephone calls. Emergency messages will be delivered to students in their classes.
In elementary, student cell phones are to be turned off, kept in the backpack, and not used during the school day. This includes the bus ride. Violation of this rule will result in disciplinary action and confiscation of the cell phone. A confiscated cell phone will be returned to the owner at the end of the day, provided there are not concerns with the contents of the phone. On a second cell phone violation, the cell phone will be confiscated and kept by the administration until the student's parents claim it in the office. Contents of cell phones may be used if a reasonable suspicion exists that it may have been used in an activity prohibited by the Code of Conduct.

CLASS FEES

Each student is required to pay a school fee. Elementary fees are averaged across the board as a benefit to parents by keeping fees consistent year to year. Class fees are due by the end of October. If fees are not paid, report cards will be held, and the student may be held from extracurricular field trips. Unpaid fees continue to carry over and could disrupt a student's ability to graduate.
Fees may be waived in situations where there is financial hardship. To apply for waiver of school fees, please complete the appropriate form and turn it in by the deadline indicated on the form. These forms will be sent home on the first day of school with the students. Please contact the office for additional forms.

GUIDELINES FOR REPLACEMENT COSTS FOR DAMAGED/LOST MATERIALS

Charges will be imposed for lost or damaged textbooks, classroom supplies, library materials, or any other school property. The cost to replace lost textbooks or library books is based on the current price of that book. Rebinding fees for damaged textbooks are $10.00. There will be a nominal fee for ripped/torn pages in textbooks. All other materials will be based on the replacement cost of the item.

GRADING

Grades are given each nine-weeks and reflect a cumulative grade (mark) for the immediate grading period. Homework, tests, class work, projects, etc. are reflected in this grade.
Students in grades 3 through 5 are eligible for the Elementary Honor Roll. Students with all A's and B's (including a score of 'S' or 'O' in specials) will qualify for Honor Roll for the 9 weeks.

The yearly grade is the average of the four nine-week grades. It is the teacher's professional responsibility to evaluate the work and progress of the students. Students have the responsibility for understanding the grading system.
The grading scale is based on the following percentage (%):

A = 100 – 92	D = 71 – 62	O = Outstanding
B = 91 – 82	F = 61 & below	S = Satisfactory
C = 81 – 72	I = Incomplete	U = Unsatisfactory

PROMOTION/RETENTION/ADVANCEMENT/PLACEMENT

The promotion/retention of a student in any grade level should be in the best interest of the student. The first consideration for student retention is failing grades or the minimum goals prescribed on an Individual Education Program (IEP). However, academics will not be the sole factor in the determination of retention. The student's age, maturity level, emotional and social criteria must also be taken into consideration. Retention shall occur only if it presents the possibility of allowing the student to perform successfully, and if it is viewed as an opportunity for growth. If deemed necessary, it should occur as early as possible in a student's educational program.

Advancement is for a student who has not met the requirements for promotion and is with the understanding that the student may need an additional year in a future grade level.

Placement is an administrative decision to allow a student to enter a grade due to social, emotional, and/or maturity needs, even if the academic standard has not been met.

SUMMER READING PROGRAM

Summer Reading Program (as mandated by the State of Ohio) is available to elementary students based upon referral. Letters are sent home to students whom the teachers feel would benefit from this program.

DRESS CODE

The responsibility for proper attire and good grooming should rest primarily with the home. However, teachers reserve the right to intercede in cases where health, welfare, and safety of students and others are affected. Students are expected to wear clean clothing that fits properly. Clothing must be worn according to the purpose for which it was designed. Any type of dress or grooming that distracts from the educational process or causes concern for the health, safety, or general well-being of students will be considered improper. The building principal holds final discretion regarding appropriate school dress.

Students are to select from the following list of approved clothing when dressing daily for school. Items not directly mentioned are unacceptable to be worn to school.

TOPS: Polo shirts (with collars & sleeves)

Sleeveless tops with fitted shoulders (this does not include tank tops or spaghetti strap tops), measured at least 3-fingers wide
Shirts & Blouses
Sweaters & Sweatshirts
No tops or cutoff shirts are permitted that expose the midriff
No athletic shirts exposing areas below the armpit

BOTTOMS: Slacks/Trousers/Jeans (worn at the waist level, but not sloppily, and above the heel)
Skirts & Shorts must extend to the fingertips when arms are dropped full length. **Elementary students are permitted to wear shorts as the weather permits from April 1st through October 31st.**

SHOES: Dress shoes, tennis shoes or sandals (excluding beach shoes) are permitted. Separate tennis shoes with non-marking soles are to be worn during gym class. *Flips flops are not permitted due to injury and durability.* **All shoes must have a back or back strap. Sandals are permitted from April 1st through October 31st.**

JACKETS/ COATS: Outerwear such as jackets & coats are permitted only when arriving at school, during recess, and upon going home. Jackets/coats are not to be worn in the classrooms. Temperatures below 60 º require a coat.

HATS: Hats/hoods are not permitted to be worn in the building. Hats should be kept in the student's book bag.

HAIR: Hair should be clean and groomed.
As recommended by the National Pediculosis Association, Southington observes the No Nit Policy as the public health standard intended to keep children lice-free, nit free, and in school. Pediculosis represents one of the most common communicable childhood diseases. The No Nit Policy encourages each family to do its part at home with routine screening, early detection, accurate identification, and thorough removal of lice and nits.

OBSCENITY: No temporary tattoos, articles of clothing, button or badge may be worn (or visible) if it contains the following:

- Obscene/Vulgar words, phrases, or illustrations
- Derogatory statements toward the purpose of education, political, religious, racial, or national groups
- References to drugs, alcohol, weapons, violence, or gangs
- Inappropriate sexual references
- Advertising of any product or service not permitted by law

STUDENT VALUABLES

Students are not to bring items of value to the school. Items such as jewelry, expensive clothing, electronic equipment, and other similar items are tempting targets for theft. **Southington Local Schools will not be held liable for any loss or damage to personal property.**

LOST AND FOUND

The Lost and Found area is located in the gym lobby. Students who have lost items should check there and, hopefully, retrieve any lost items. Unclaimed items will be given to charity every 2 weeks.

MEDICAL/HEALTH

EMERGENCY MEDICAL AUTHORIZATION FORMS

These forms will be sent home with the student on the first day of school. ***Only the people listed on this form may pick your child up from school***. Additions/deletions can be made in the office at any time throughout the year by the parent/guardian. These forms MUST be on file in the office for ALL students.

BY LAW, STUDENTS CAN BE EXCLUDED FROM SCHOOL ATTENDANCE FOR FAILURE TO COMPLETE AN EMERGENCY MEDICAL AUTHORIZATION FORM.

MEDICATION

Every effort should be made to schedule the administration of medication outside of school hours. However, if this is not possible, the school's medical professional will administer medication. In the event the medical professional is not present, the elementary secretary will administer. ***No medication is to be kept in the student classroom or on the person.*** All medication is to be kept in the school office. Cough drops and lozenges can be sent in with a note and must be kept on the teacher's desk. The school office should be provided with a "Permission to Administer Prescribed Medication" form. This form is to be completed by the parent and the physician and should contain the required procedures concerning the taking of such medication. All prescription and non-prescription medication will be kept in a locked cabinet.

HEALTH GUIDELINES

- If your child is absent due to illness, please call the school report offline at 330.898.1701, to report the absence.
- No child will be permitted to return to school (including riding the bus) after treatment for head lice until the Health Professional has checked his/her head.
    - As recommended by the National Pediculosis Association, Southington observes the No Nit Policy as the public health standard intended to keep children lice-free, nit free, and in school. Pediculosis represents one of the most common communicable childhood diseases. The No Nit Policy encourages each family to do its part at home with routine screening, early detection, accurate identification, and thorough removal of lice and nits.

- If your child has experienced a fever of more than 100 degrees, nausea/vomiting, diarrhea, or a severe cough, within the last 24 hours, please keep him/her home. While we do conform to a strict attendance policy, it is always better to keep children at home while they are ill.
- All students requesting to be excused from physical education classes must bring in a signed note from their doctor. A copy of the note will be given to the P.E. teacher, the classroom teacher, and the original will be kept on file in the office. The P.E. teacher may require an alternate activity/assignment.
- If your child needs to stay inside for recess, he/she must have a note from his/her parent/guardian for each day requested. The child will remain in the cafeteria until recess is over.
- If a student requires more than basic first aid – 911 will be called.

IMMUNIZATION: According to Ohio law the following immunizations need to be on file before a student will be allowed to attend school:

- 4 or 5 doses of DTaP or DT (pediatric) vaccine unless fewer doses are medically recommended.
- 3 or 4 doses of Polio vaccine unless fewer doses are medically recommended.
- 3 doses of Hepatitis B vaccination for all children.
- 2 doses of measles/mumps, rubella (MMR) vaccine – 1st dose given after one year of age.
- 2 doses of Varicella vaccine – must be administered on or after the 1st birthday. A written statement claiming a history of the disease (chicken pox) is acceptable – please be sure to include the month and year of the illness.
- If your child is exempt from immunization, the Exempt Form must be filled out yearly. **Immunizations must be done or "in process" before or no later than 14 days after the start of the school year by law. Any child not having the proper immunizations after 14 days will not attend until completed.**

SCHOOL INSURANCE

An optional school insurance policy is offered to families who may be interested. Please contact the school office for additional information. Coverage does not begin until the fee is received.

BREAKFAST AND LUNCH

Elementary students will have breakfast available to them daily. Breakfast may be purchased for a fee of **$1.15** (**.30 reduced**). Your child will have a scheduled lunch period daily. Lunch may be purchased for a fee of **$2.25** (**.40 reduced**) Grades 6-12 is $2.65. Students may also bring in their own lunches.

Free and reduced-priced meals are available to those students whose families qualify. Applications are sent home with each student on the first day of school. Additional applications can be obtained from the school office at any time.

LUNCHROOM GUIDELINES

We would like to see the students use the lunchroom as a place for pleasant conversation, relaxation, and healthy eating. All students are to remain at their lunchroom tables during their lunch period. Students are expected to leave their table areas clean and orderly. Food and beverages are not permitted outside of the cafeteria. Improper behavior could result in removal from the table or a discipline referral to the office.

BIRTHDAYS AND CLASS TREATS

Birthday treats or class treats are always welcomed. Please be sure to send in enough for the entire class. Also, due to food allergies, it is recommended that treats be store-bought and include an ingredients label.

VOLUNTEERS AND VISITORS

Southington Local Schools encourages parent involvement throughout the year. We welcome and appreciate all volunteers. For the safety or our students and staff we ask that all volunteers and visitors report to the office to obtain a volunteer/visitor identification badge. Badges must be visibly worn at all times during your visit. Please note that all volunteers working with children need to obtain a background check.

BACKGROUND CHECK

For the safety of our students, we ask that all volunteers working directly with children, attending class parties, and chaperoning field trips obtain a background check. This can be done by contacting the Trumbull County Educational Service Center located at the corner of Rt. 422 and Rt. 46 in Niles. Please call 330.505.2800 to schedule an appointment.

TRANSPORTATION

TO PARENTS OF NON-PUBLIC STUDENTS

The State of Ohio restricts the use of district buses to only students living within the Southington Local School District boundaries.

If Southington School is closed due to inclement weather or other emergency situations, our buses will not go out on the road.

DROP-OFF/PICK-UP

Morning Drop-Off

Student drop-off and pick-up for grades K-3 will take place in the **BACK** of the school building. **For safety and traffic purposes, drop-off lines may not start until 8:25 a.m**. Cars should drive to the back lobby doors and pull between the orange cones. Once between the cones, students may unload and enter the lobby doors. For safety purposes, the drop area is only between the cones. Students may not be dropped off before 8:35 a.m. when a staff member will be present to assist. Parents are not to enter the building.
There is no supervision before 8:25 – please do not drop off earlier.

Any student that arrives after 8:40 a.m. is considered tardy and must enter the front of the building.

Pick-Up Procedures

To maintain a safe and smooth dismissal at the end of the day, please use the following procedure:

- If your child will be picked up daily, a Child Pick-Up Authorization Form is to be completed and your child will be held from the buses.
- If your child usually rides the bus but is being picked up that day, a note should be sent to the teacher to inform him/her and the office.
- If calling the school regarding pick-up, the office **must be contacted by 2:00 p.m.** This allows time for proper communication with the student, teacher, and bus driver.

- Green pick-up tags will need to be hung from your rearview mirror every time your child is picked up from school. The car pick-up tags are essential so that teachers are able to call for your child and pick-up can run quickly and smoothly.

- If you do not have the pick-up tag, you will be asked to drive to the front of the building. Once the buses have left, you will be able to go into the office and have to show identification for your child to be released.

- Parents are to STAY IN CARS, pick-up will occur out the back cafeteria doors. Parking spaces along the sidewalk will be kept clear so a pick-up line can safely form. **To ensure the safety of high school/middle school students and staff who may be exiting the building, the pick-up line <u>may not begin to form before 2:55 p.m.</u>** Students will be called to the cafeteria starting at 3:10 p.m. They will be called to the door when their car is between the cones.

- Pick-up and Drop-off should be curbside only.
- A teacher outside will communicate with a teacher inside and students will be released one car at a time. *Children will go directly to the car and get in on the passenger side.*
- When buses are loaded and begin to depart, the pick-up traffic must give right-of-way to the buses.

BUS TRANSPORTATION

Parents can assist with the efficient transportation of their children in the following ways:

- See that children are at their designated bus stops 5 minutes **<u>prior</u>** to the bus arrival time during all types of weather. **Drivers are not required to wait for children that are not at their bus stops.**
- See that your children are dressed appropriately for the weather conditions.
- When a student needs to ride another bus because of a family emergency or babysitting circumstance a note written by the parent prior to the time of the bus change is necessary. The note will be turned in to the office in the morning for administrative approval. If the note is not approved, the parent will be notified. A student will not be transported to another student's home address for social purposes.
- Parents will be responsible for any damage done to a bus by their children and be required to make restitution to Southington Local School.

COMMUNICATION

In the event that your child does not arrive at his/her designated drop-off point, call the office immediately. The office will contact the bus driver as to the whereabouts of the child. This can be accomplished while you are on the phone so that you will know immediately if you need to come to the school to pick the child up or if the bus will bring the student home later during the route.

EMERGENCIES

In the event of an emergency, bus drivers have been instructed to follow specific emergency procedures. Each bus has a phone, and the office and transportation department are notified. The transportation office will meet the bus driver at the location of an injury, accident, or breakdown. During this time, the safety of your children is our main concern. Depending on the severity of the accident or injury parents will be notified immediately by phone or, if the occasion deems necessary, a letter will be sent home with the students involved to notify parents of the emergency that took place. Please feel free to contact the office or transportation department at any time if you have any questions or concerns.

ASSIGNED SEATS

The bus driver may assign seats to all students at the beginning of the school year. Seats may be changed whenever the driver deems it necessary or a parent requests a change. It is left up to the driver's discretion as to how the seating assignments are made.

DISCIPLINARY PROCESS

When a student misbehaves on the school bus, the bus driver will talk to the student and tell the student what he or she needs to do to correct the situation and avoid further disciplinary action. The driver will report disciplinary incidents in writing to the transportation office and/or building principal. Parents will be notified of written disciplinary reports.

Transportation to school is a privilege, and abuse of this privilege may result in loss of transportation to and from school. Three written disciplinary reports from a bus driver will result in a 3-day suspension from the bus. Parents will be responsible for transportation to and from school during the suspension.

BUS RULES

The behavior of students on a school bus affects the safe operation of that school bus.
The unsafe operation comes about as a result of the driver being distracted by the poor behavior of students.

Here are some examples of unacceptable student behavior that leads to poor bus safety conditions:

1. Fighting
2. Pushing and shoving
3. Excessive arguing and noise
4. Making noise at railroad crossing
5. Arms, heads hanging out of the windows
6. Students out of their seats
7. Smoking and lighting matches
8. Showing disrespect to the driver
9. Riding another bus not assigned to
10. Eating or drinking on the bus
11. Profane Language
12. Firearms on the bus
13. Damaging the bus
14. Throwing things
15. Disturbing others on the bus

These and other acts of poor behavior which affect school bus safety will not be accepted. Corrective action will be taken in the interest of bus safety, and violations will be reported to the building principal. Chronic behavior referrals may result in a student's bus privileges being terminated.

BUS CONDUCT REPORTS

When a student's behavior determines that a Bus Conduct Report be given, the driver will turn the report into the Transportation Supervisor for disciplinary action.

Grades PreK- 5 **– 1st Notice –** Written warning/parents to sign conduct slip
2nd Notice – Written warning with a phone call to parents with a warning of suspension next time
3rd Notice – 3 days suspension from the bus
4th Notice – 5 days suspension from the bus
5th Notice – 7 days suspension from the bus

Any further disciplinary action could result in suspension for the remainder of the school year.