

# KALIDA ELEMENTARY SCHOOL STUDENT/PARENT HANDBOOK 2014-15

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## Welcome Students and Parents!!

Students:

The Kalida Elementary teachers and staff welcome you to a new school year. To aid you in making the most of the opportunities at Kalida Elementary, we offer the following suggestions.

1. Get to know your school. Become familiar with classroom locations, school office, library, cafeteria, and the playground.
2. Become familiar with the teachers and staff. We are all here to help and serve you.
3. Do your best! We are here to help, but you must give your best effort. Your success or failure depends on you.

Your Principal,

Mrs. Kathleen J. Verhoff

Parents:

The cooperation between parents and school staff at Kalida Elementary has historically been strong. Continued cooperation is dependent upon understanding. This handbook has been developed with this in mind. It contains information designed to assist you and your children to have a happy and profitable school experience. Please take time to read and discuss with your child the contents of this handbook.

Please feel free to contact the school when you have a question concerning the educational welfare of your child.

Below you will note an enrollment form. Please fill in the necessary information and return it to your child's homeroom teacher as soon as possible. This will assure us that you have had time to share this handbook with your child and the necessary information will help update our current student files. Note: Please cut off the enrollment form and keep the handbook for a reference during the school year.

Your Principal,

Mrs. Kathleen J. Verhoff

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### Kalida Local Schools Enrollment Form

Please list all children attending Kalida Elementary School.

Student Name	1. _____	Grade _____
	2. _____	Grade _____
	3. _____	Grade _____
	4. _____	Grade _____

Signature of Parent _____	Mailing Address _____
	Phone _____

**By signing this form I acknowledge that I have reviewed this handbook with my child/children.**

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## KALIDA ELEMENTARY SCHOOL BUILDING GOAL

To provide students with the basic skills to become proficient in all academic areas and nurture the desire to become independent lifelong learners.

### SCHOOL BEGINS AT HOME

#### Steps to Start a Great School Day

We want every child to experience success at school and you can help your child do so.

Getting your child's day off to a good start is one of the best things you can do for him/her. You can make sure your child starts each day on a positive note by cooperating with and supporting our efforts in the following ways:

- Send your child to school on time; not late, or too early.
- Teach your child to respect and obey all school adults. All teachers and other adults (including secretary, custodian, aides, and cooks) who have authority and are responsible for the safety of children and general building order.
- Talk with your child about treating other children in the same manner as he/she wishes to be treated (avoid name calling, arguing, etc.)
- Tell your child to go directly to and from school using the same route or routine every day.
- Send your child to school properly washed and dressed, using the dress code and weather conditions as guides.
- Discuss with your child all the information in this handbook so that he/she clearly understands what is expected from him/her at school.
- Become actively involved in your school.
- Above all else, tell your child when he/she is doing a good job in school – praise him/her for good efforts and good behavior at school. We will do the same at school!

This can be a successful learning experience for your child, but it will take a lot of hard work on his/her part as well as your cooperation as

parents. It's worth everyone's best effort and we guarantee to give each child our very best.

### SCHOOL HOURS

7:55 – Teachers are on duty in the classroom. Students, who live in town or do not ride the bus, should NOT arrive at school before 7:20.

8:00 – Classes begin for students K-5

Announcements are made daily around 8:40 a.m. They must be written and submitted prior to 8:15 a.m. All announcements should pertain to the students and staff of Kalida Elementary. The principal has final approval of all announcements.

#### Three Hour Delay Policy

When foggy in the mornings, we will use either a one-hour or two-hour delay. If the fog does not lift by that time, we may extend the delay to three hours. The school day will then be extended by one hour to meet the state minimum for a day. School would start at 11:00 a.m. and end at 4:00 p.m.

#### Lunch Periods

These are the approximate times for the staggered lunch periods:

10:55 – 11:45	Kdg & 1
11:10 – 12:00	2 & 3
11:00 - 12:00	4 & 5

Grades 4 and 5 will have recess from 11:00-11:30 and lunch from 11:30 to 12:00.

#### Dismissal Times

2:50

**2:50 Dismissal** includes non-bus riders and town stops.

2:58

**2:58 Dismissal** includes short run bus riders. The parking area on Fourth Street is reserved for bus parking at this time.

3:08

**3:08 Dismissal** includes long run bus riders. Students line up under teacher supervision in the cafeteria.

### **School Closings**

If school closes due to weather, etc., listen to WIMA, Lima, or WBUK, Ottawa, or WDOH, Delphos. A text alert messaging system is also available for these notifications. Sign up is available on the school's website or by contacting the school. Information is also available on the school's homepage when school is delayed or cancelled.

The website is [www.Kalida.k12.oh.us](http://www.Kalida.k12.oh.us)

Arrangements must be made in advance for students in case of early dismissal. If the heat or winter weather becomes too extreme, it is possible that classes could be dismissed early. Please be sure your children are aware of where they are to go in the event of an early dismissal.

### **Safety Patrol**

The school Safety Patrol is responsible to help insure the safety of students at the four main crosswalks. Members are on duty from 2:50 to 3:00 p.m. daily. Please discuss with your children the proper respect due Safety Patrol members.

### **Supervision To and From School**

The school is directly responsible for supervision of students only while they are on school grounds. Once they leave school property, this becomes the responsibility of the parents. The school will cooperate with parents in stressing the rules of safety to and from school and will assist with the discipline problems that occur between home and school. Generally, misbehavior that occurs off school property is a police matter.

## **CAFETERIA**

### **Cafeteria Lunches**

Kalida Schools operate primarily on a computerized system. Each student is assigned an account and a PIN number. Ideally, students bring in money for their account the first day of

the school week and cafeteria personnel collect and enter a debit amount into their account. Account deposits may be brought in directly to the cafeteria all other days of the week. Single lunches can be paid for in the lunch line.

Student meal prices are \$2.25 per day and extra milk is .50 each. These prices are subject to change.

Lunch money or checks must be sent to school in a sealed envelope. The student's name, grade, PIN number, and the amount enclosed should be written on the outside of the envelope. Please do not use plastic bags or coin purses.

Weekly updates of account balances are made known to homeroom teachers. K-3 teachers will include the balance amount of each student in weekly newsletters or homework sheets. 4-5 students will also be made aware of balances weekly, but there will be no notice sent home on a regular basis. End of year balances will carry over to the following school year. Balances can be checked by going to the school's website: [www.Kalida.k12.oh.us](http://www.Kalida.k12.oh.us) and clicking on Resources/Parent/Meals Plus and entering your child's last name and Pin#. If you do not know the Pin#, ask your child or contact the school.

Students will be allowed to "charge" lunches up to a deficit of \$6.75. Notices will be given to students as soon as they are running a deficit. There will be no charging the last two weeks of school. We strongly encourage charges to be paid the next day.

Kalida schools does provide similar accounts for free and reduced lunch students.

- No student will be permitted to leave the school grounds during lunch unless a written request has been made by the parent and approved by the teacher/principal.
- The following rules apply to all students eating in the cafeteria:
  - a. The students will obey and follow the instructions of any staff member.
  - b. No gum chewing is permitted at any time, including the lunch period.

- c. Students will enter and exit in a quiet, orderly manner.
- d. Students must sit where assigned and remain seated until they are dismissed.
- e. Students must show courtesy and good table manners.
- f. Students may speak to others in a low tone of voice.
- g. Students must finish their meals in the cafeteria, not on the playground.
- h. Students are responsible to clean up their area and the area around them.
- i. Students must deposit all waste material in the proper containers.
- j. Students must return all trays and utensils to the proper area.

## ATTENDANCE & TRUANCY POLICY

### Statement of Purpose

We believe that attendance in school is of the utmost importance for every student. Good attendance helps to insure that each student has the benefit of the strongest educational program possible. Consistent attendance also promotes positive lifelong work habits and attitudes, as well as a sense of responsibility and discipline.

### Absentee Policy

Parents of a student, K-5, should:

Call the elementary school between 7:30 a.m. and 8 a.m. or send a note to the office with a brother or sister the day the student is absent. If the school has not received a call or note the morning of the absence, the parents will be contacted by phone or mail.

When calling, please give the child's name, teacher, and reason for being absent.

### Absences

- A written excuse must accompany the student after each absence. The excuse must explain the reason, be signed by a parent or guardian, and given to the homeroom teacher upon returning to class.
- Each student must see that his assignments are made up for each day of absence. Assignments should be requested by a family

member or neighbor prior to 9:00 a.m. They should be picked up at 2:55 p.m. from the homeroom teacher or in the office.

- A student must have written permission from his parents to attend a religious service during school hours.
- A student must have a signed permission slip to leave the school grounds during the school day. The principal must approve this note.
- Students arriving late for an unexcused absence (missing the bus, oversleeping etc.) will be marked tardy until 9:30 a.m. Students arriving after 9:30 a.m. will be marked absent for one-half day. A student may miss 1 1/2 hours of school for an excused absence (see below) without being marked absent. A student will be marked absent for one-half day if he/she is out of school for more than 1 1/2 hours.

### Regulations Governing Absence from School

Each parent, guardian, or other person having charge of any child of compulsory school age must send such child to school for the full time the school attended is in session. (Section 3321.04 Ohio Revised Code). According to these regulations, a student may be given an excused absence from school for the following reasons only:

- Personal illness
- Illness in the family (applies to children over 14)
- Death of a relative
- Quarantine
- Work at home due to absence of parents or guardian
- Observance of religious holiday
- Emergency or set of circumstances judged as sufficient cause by school authorities

### Tardiness to School or Class

Tardiness to school or class is a serious problem. The student will be subject to disciplinary action. When students enter late, they disrupt the class. The teacher has to go back and repeat the lesson in order for the student to catch up. This is unfair to the rest of the students. When a student is late, the parent should send a written excuse or call the school.

When the principal determines a student has had excessive, unnecessary, and/or unexcused absences, action will be taken.

**Kalida Schools, in cooperation with Senate Bill 181, The Putnam County ESC, and the county attendance officer have implemented the following attendance policies:**

1. 3 days of unexcused absence: A letter of concern will be sent home and to the County Attendance Officer.
2. 4 days in a row of unexcused absence: Possible home visit and phone call from County Attendance Officer.
3. 5 days of unexcused absence: Home visit and/or call from County Attendance Officer, along with a warning letter.
4. 5 days in a row or 7 days of unexcused absence: Filing of complaint with Juvenile Court.

**Vacation with Family**

Such absences are not encouraged or condoned, but allowed. Parents should call one week prior to the date of the vacation so the teacher can prepare work for the student. The decision as to how much of the work the student will be responsible for will rest with the teacher.

**KALIDA ELEMENTARY  
GENERAL POLICIES**

**Your Child in an Emergency**

If a need arises at school which requires your attention, it is imperative that the school has the needed information form. When you fill out the emergency form at the beginning of each school year, please be sure all information is accurate and complete, including another phone number in addition to the home phone.

If your child becomes ill at school, we will contact you at the phone number(s) you have provided us. It is your responsibility to provide us with the phone number(s) where you may be contacted during the school day. A sick child can be better cared for at home by the parents

than at school. Your sick child will be released only to the custodial parent or the person that the custodial parent designates.

If your child becomes ill at school, or must be dismissed early for an appointment, we ask you to call for the student at the school office. For the sake of your child's safety, we do not let children wait outside the building. A sign out sheet will be available in the school office. If you know in advance that your child will be leaving early for a dental or doctor's appointment, we ask that you send a note to the homeroom teacher prior to the appointment. Students returning to school during the school day should report to the office. **Please date all notes!**

**Updating Family and Medical Information**

Parents should immediately notify the school when there are any changes in a student's address, phone number, or any other information which is included on the Emergency Medical Form.

**Office Calls**

Whenever the need arises, parents are encouraged to call the school office, 532-3845. When a parent feels he/she has a concern or problem, this concern or problem should be directed to the person involved. If the situation is not resolved, the next proper recourse is consulting with the principal. We appreciate your cooperation regarding this procedure. It is the secretary's responsibility to receive calls and comply with questions and requests whenever possible. If necessary, messages will be relayed to the principal or teacher for further action. Teachers are not called to the phone during class time, except in an emergency.

**Special Instructions from Parents**

When it is necessary for a child to deviate from his normal routine, a note from the parents should be presented to the teacher. These changes include staying after school for a special event, walking to an address other than his/her own, being picked up by a parent when the student usually walks or rides the bus, etc.

### **Admission/Withdrawal**

- All students registering at Kalida Elementary School must present a copy of the original birth certificate at the time of registration. In the case of a student transferring from another school, all appropriate records must be presented prior to enrollment.
- Students unable to provide records upon registration will be admitted to K.E.S. and a request for records will be made to the previous school. The local law enforcement agency will be notified that the student has registered without the appropriate records if records cannot be secured from the student's previous school.
- Kalida Elementary must have on file any Court Orders limiting custody of or contact with the student by any person or persons.
- It is important that you notify the school as soon as possible when you decide to move. You should be sure upon leaving for your new school that you have taken care of all obligations with the Kalida Local Schools. You need to return all school books, pay any fees due, and pick up all personal belongings of your child. If possible, we need to know the location of your new school. The school in which your child enrolls will send a request for his/her records.

### **Custodial and Non-custodial Parents**

If the family status changes because of divorce or legal separation, or if the child lives with someone other than his/her natural mother and father, it is the parent's responsibility to provide proof of custody or guardianship to the school office. Unless this legal record states otherwise, the non-custodial parent will have the same legal rights as the custodial parent. These would be to visit the school for information about how the student is doing, the right to a teacher conference, and the right to copies of student reports.

A non-custodial parent may request that materials (newsletters, report cards, mid terms) be mailed to them. Please contact the principal's office.

### ***Directory Information***

Individual class rosters will be made available to the general public. This roster will include

student name, address, phone, birthday, and parent or guardian name. Directory information may be withheld for valid reasons. Please contact the principal for more information.

### **Law Enforcement and Children's Services**

As a general rule, the Kalida Local Schools will cooperate with investigations conducted by law enforcement agencies and children's services organizations.

### **Buses**

- All pupils riding a second bus must go to the assigned area.
- No pupil may change bus runs without a written request from his parents and permission granted by the principal.

### **Bus Safety**

- Load and unload only at assigned areas.
- WALK to designated loading areas.
- Remain in assigned seat while on the bus.
- Absolute quiet is required at all railroad crossings.
- Talking on the bus should be in a normal voice.
- Eating, littering, and throwing things on the bus are not permitted.
- Pupils must not hang objects or hands, arms etc. out of the windows.

## **LIBRARY POLICIES**

### **Circulation Policy**

In library use only – Reference materials such as encyclopedias, dictionaries, special reference books, as well as reserved books, are to be used only in the library.

Kindergarten & Grade 1 – All material borrowed from the library must be checked out and returned at the circulation desk. Up to two books may be checked out by a student for a period of one week and may be renewed one time unless it is RESERVED. Magazines may be checked out for one week and renewed one time.



Grades 2-5 – All material borrowed from the library must be checked out and returned at the circulation desk. Up to three books may be checked out by a student for a period of two weeks and may be renewed one time unless it is RESERVED. Magazines may be checked out for one week and renewed one time.

Fines Policy – Books/library materials are to be returned by the end of the day they are due. A fine is charged for each book or library material kept overtime. This fine is five cents per day per book. No library materials will be issued to or renewed for any person incurring a fine until the fine is paid.

Each borrower is held responsible for all library materials drawn on his/her name. Injury to library materials beyond reasonable wear and all losses shall be paid by the borrower. Excessive abuse/loss of materials may result in a restriction of library privileges as designated by the librarian.

## HEALTH SERVICES

### *Screenings*

Vision screenings are given to grades K, 1, 3, and 5. Hearing tests are given to children of grades K, 1, 2, & 3.

Parents will be notified concerning problems with any screenings or immunizations.  
**ANY CHILD NOT PROPERLY IMMUNIZED WILL BE DISMISSED UNTIL IMMUNIZATIONS ARE RECEIVED.**

### *Head Lice Policy for K thru 12*

If a child is found to have lice in either the nit (egg) or adult form, parents will be required to keep the child home until an appropriate medication (available at any pharmacy or the family doctor) has been administered. The Health Department may also be contacted to aid in securing the shampoo for treatment. Following this, a note must be obtained from the doctor stating that the child has been examined and is free of both adult lice and nits. (If it is not practical to get this note from a doctor, health nurses at the Putnam County Health Department in Ottawa will do the necessary examination free

of charge). An appointment should be made in advance with the Health Department to insure a nurse is on duty. This note must be presented to the teachers on the first day the child comes back to school. Persons found to be or to have been infected will not be readmitted without this note.

## MEDICATION POLICY

Any student, who needs to take medication during the school day, must have the proper forms on file in the school office prior to taking the medication.

Key points of the medication policy include:

- medication must be prescribed by a physician (this includes non-prescription drugs)
- parental permission must be granted
- all medication must be kept in the school office
- medication must be kept in its original container
- responsibility for revisions are with the parent

All medication must be brought to the office by the parent or guardian. Parents are responsible for informing the school of any medical condition that may affect a student during the school day. This includes all allergies.

For a complete medication policy and permission forms, please contact the school office.

## DISCIPLINE

One of our goals is to teach children to behave in an appropriate manner and to take responsibility for all of their actions. This responsibility is key to good conduct and proper consideration for other people. Students showing disrespect or violating the classroom, cafeteria, or playground rules will be disciplined accordingly.

- Students should arrive at school no earlier than 7:20 a.m.

- The halls are QUIET ZONES. At no time is running in the halls or loud talking permitted.
- The lavatories are QUIET ZONES.
- Play areas are assigned. Only those games judged suitable by the faculty or supervisor are permitted. There is to be no rough playing. Throwing rocks, pebbles, and snowballs is forbidden. No student is to leave the play area or return to the classroom during the recess period without teacher permission.
- Swings are for one person sitting down. They should be pushed straight and from behind only. The swing should be stopped before a student gets off. Students may be denied permission to use the equipment if they fail to obey these rules.
- All games must be stopped promptly when recess ends.
- Our school, except the gym, is a walking area.
- Students should respect the rights of others by controlling their voices and personal behavior.
- Students should show pride in the school by keeping building and grounds neat and clean.
- Students should use good bicycle rules when coming or leaving school.
- Classroom discipline is maintained by each teacher. Teachers will make each student aware of the code of conduct for their classroom.
- Lockers are the property of the school. They are to be used by the student for storage of school materials and personal effects. They should be kept clean and neat at all times.
- Harassment, sexual or other, will not be tolerated in the Kalida Local Schools. Students who engage in harassment on school premises or off school premises at a school sponsored activity will be subject to appropriate discipline, including suspension or expulsion.

### **Disciplinary Procedure**

- The positive approach will be used when possible.

- When feasible, behavior problems will be handled by the classroom teacher or the person in charge at that time.
- If there seems to be a recurrence of disruptive behavior, parents will be contacted. At this time, a conference may be arranged including the student, teacher, and/or principal and parents.
- Additional disciplinary action may include removal from class, referral to outside authorities, detention, suspension, and/or expulsion. Remember.....Together, we can help each child help himself.

### **Conference**

Any repeated student misbehavior will constitute need for a meeting between parents, teacher(s), and principal. At the meeting, the students may be present for all or part of the discussion upon agreement of the adult parties involved. The purpose of the meeting will be to detail the nature and extent of the misbehavior and to make recommendations for improvement.

The use of an Intervention Assistance Team may result if a teacher feels additional expertise is necessary to correct an undesirable behavior in a student.

### **Student Behavior Code**

No student shall:

- Possess, handle, transmit, conceal, or store any weapon, any instrument capable of harming another person, or any object perceived as being a weapon.
- Use profanity, make obscene gestures, verbally abuse others, or possess obscene materials.
- Possess, handle, use, transmit, offer to sell, conceal, or be under the influence of chemical substances, non-prescription drugs, look-alike drugs, alcohol, tobacco or paraphernalia associated with tobacco and/or drugs.
- Disrupt school by the use of violence, force, or coercion. Nor will students disrupt the school day or school activity verbally or physically.
- Act, behave, or talk in any way that may be construed as a threat upon the mental or physical well being of any student, staff

member, or visitor. Disrespect toward staff members will not be tolerated.

- Cause physical harm to another student. Students will not threaten, harass, haze, or show disrespect toward other students.
- Steal, attempt to steal, or cause to steal any school or private property.
- Cheat, attempt to cheat, assist or encourage another student to cheat.

The items listed above apply to all school property and all school-related activities, both home and away.

### **Playground Behavior**

To insure safety, all students will be expected to follow playground rules and regulations.

- Student Areas: Students should remain in their assigned areas during the entire recess.
- Concrete: The only activity involving the use of playground or Nerf type balls on the concrete will be “throwing or passing”. No soccer or football or any other activity involving kicking will be permitted on the concrete area.
- Playground Equipment: Playground equipment has been installed in areas suitable for the age student assigned to that area. Flips or any other kind of acrobatic maneuvers are not permitted on any equipment.

Recess Reminders:

- a. Students without boots should remain on the concrete area during winter conditions.
- b. All students are to stay away from large piles of snow.
- c. Students should stay off the ground.
- d. NO ONE may throw or kick snow at any time.
- e. Pushing, shoving, wrestling, tackling, chasing others or any other inappropriate form of physical contact is not permitted.
- f. Do not hit others.
- g. Never leave the playground without permission.
- h. Stop playing when the bell rings.
- i. Line up in an orderly manner.
- j. Enter the building silently.

-Each grade level may add their own set of rules.

### **Indoor Recess Policy**

- All students are to be seated at a table or desk during the recess period.
- Students will participate in activities approved by the homeroom teacher.
- No loud talking will be permitted.
- No student may leave the homeroom without permission.

### **Recess During Very Cold Weather**

In order to provide children with a change of environment during the school day, children will go outside on moderately cold days. We ask that parents send children to school dressed appropriately with gloves/mittens, hats, and warm footwear.

### **Restroom Rules**

Always use proper manners in the restrooms.

- Always flush the toilets and/or urinals.
- Help keep the floor, mirrors, and walls clean.
- Never write on the walls.
- Throw paper towels in the wastebaskets.
- Never stand on toilet seats or hang from support bars.

### **Students subject to suspension:**

A student must be given both a written notice of his/her suspension and the reasons therefore, and the opportunity to appear and respond to the charges against him/her prior to the suspension. An appeal may be addressed to the Superintendent whose decision will be final.

### ***Students subject to expulsion***

A student and his/her parent or guardian must be given written notice of the intention to expel and the reasons therefore, and the opportunity to appear with a representative before the Superintendent to answer the charges.

The principal may remove a student from the building who is a threat to the safety of others or who is a disruption to the education process.

Parents or guardians will be notified immediately.

## DRESS CODE

We encourage students to dress in a neat and attractive manner that reflects pride in themselves and their school. We believe that there is a definite relationship between the way children dress and the way they behave. We feel that the prime responsibility for dress belongs with parents and children. We ask your cooperation in compliance with a few minimum student-dress guideline requests. Since clothing affects behavior, pupils should be dressed appropriately for school. There should be a difference between school clothes and play clothes. Parents should pay close attention to printed T-shirts and sweatshirts. If we judge an individual child is dressed inappropriately, we will discuss the matter with the child and the parents.

### Shorts Policy

Wearing of shorts will only be permitted when the following guidelines are met:

- Shorts may be worn when weather permits.
- The shorts must be at least finger tip length when students are standing with arms hanging loosely by their sides.
- No “cutoffs”; shorts must be hemmed.
- The following are strictly prohibited:
  1. any shorts with split legs, sides or holes.
  2. boxer shorts or other garments considered to be underwear

In addition, there will be no immodest, indecent, or disruptive clothing worn, including bare midriff tops, camisoles worn alone, muscle tops, ripped or torn clothing, halter tops, or shirts or T-shirts with alcoholic sayings or obscene words or pictures. Shirt straps must be at least credit card width. As a general rule, hats are not to be worn during class time.

It also helps when parents place labels with their child’s name on articles of clothing such as sweaters, mittens, boots, hats, and coats. Any student in violation of the above policy may be sent home to change.

## PUPIL PROGRESS REPORTING

Three basic methods are used in reporting progress of Kalida Elementary students.

1. Parent/Teacher Conferences are scheduled following the first nine weeks for the purpose of exchanging mutual information concerning the progress of a student. If you desire to see your child’s teacher at any other time, please send a note requesting a conference.
2. Written reports are sent home at the conclusion of each nine weeks’ grading period. Kindergarten students will receive progress reports eight times during the school year.
3. Mid-term reports are available near the midpoint of the nine weeks grading periods. During the second quarter, midterms will be sent only to parents who were unable to attend Parent/Teacher Conferences. Midterms will be sent to all students who are in danger of failing.

### Grading

The Kalida Elementary School believes that students will respond more positively to the opportunity for success than to the threat of failure. The district will seek, therefore, in its instructional program to make achievement both recognizable and possible for students. It will emphasize achievement in its processes of evaluating student performance.

### Grading Scale

A+ 100+	A 95-99	A- 92-94
B+ 89-91	B 86-88	B- 83-85
C+ 80-82	C 77-79	C- 74-76
D+ 71-73	D 68-70	D- 65-67
F 0-64		

S - Satisfactory	1 – Strong Effort
U - Unsatisfactory	2 – Normal Effort
/ - Needs Improvement	3 - Little Effort

### Homework

Time Guideline (for the average student)

- Grades 1-2 will have no more than 1/2 hour, which consists of oral or written drill, or reading for enjoyment.

- Grade 3 will have no more than 45 minutes, which consists of oral or written drill, or reading for enjoyment.
- Grades 4-5 will have no more than 1 hour, which consists of drill, recall, research, review, and reading for enjoyment.

Definition of Homework: Studying, written work, and doing projects at home for school preparation.

### **Ideas For Helping Your Child**

Parents: You can do your part to improve homework when you:

- Cooperate with the school to make homework effective.
- Provide your children with suitable study conditions (desk or table, lights, books, and supplies).
- Reserve a time for homework and TURN OFF THE TELEVISION.
- Encourage your children but avoid undue pressure.
- Show interest in what your children are doing but do not do the work for them.
- Understand the school expects homework to be completed and returned.

Children will improve their study habits by observing the following:

- Be sure you understand each assignment.
- Form the habit of using a certain time and place for study.
- Study conditions should include good lighting, ventilation, and quiet.
- Have necessary materials at hand.
- Try to develop the skill of working independently.
- Spend enough, but not too much time, on each subject.

### **Student Placement**

The principal and/or teaching staff with much thought and care conducts student placement for all classes. Instructional needs coupled with effective concerns provide the basis for placement.

### **Honor Roll**

An honor roll will be compiled for grade five. Students may achieve the academic honor roll by meeting established criteria.

### **Promotion and Retention of Students**

The promotion or 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 minimum goals prescribed on the Individual Educational Program. However, academics will not be the sole factor in the determination of retention. The student's age, maturity level, and emotional and social criteria must also be considered. Retention shall occur only if it presents the possibility of allowing the student to function successfully at grade level in these areas and is viewed as an opportunity for growth. If deemed necessary, it should occur as early as possible in a student's educational program.

## **GENERAL INFORMATION**

### **Texts and Bookbills**

The Kalida Board of Education provides all basic texts at no cost to the children of our school. The condition of books will be recorded at the beginning of the school year. It is suggested that you encourage your child to point out any damage to the teacher at the time of receipt so there will be no question of responsibility at the end of the year. All books lost or damaged must be paid for according to the nature of the loss.

There is a charge for workbooks, art materials, supplementary materials, etc. for the school year. These fees should be paid as soon as possible. If the book bills present a burden to your family, please contact the school office and a payment schedule will be established.

The list of fees for each grade level is published in the first issue of our school newsletter. Parents are requested to pay the book fee as soon as possible. (We regret that report cards may be withheld if the fee is not paid or if some arrangement for payment is not made by report card time.)

Unpaid fees will continue to accumulate from year to year until paid.

### **Title I School**

Because Kalida Local Schools receive federal Title I funding, parents have a right to request information about the professional qualifications of all teachers and instructional aides who teach their child. Parents are also encouraged to participate in the decision-making policies and spending regarding Title programs.

### **Pledge of Allegiance**

Whereas, the Kalida Board of Education believes that it is necessary to teach patriotism to all the students of the Kalida Local School District. Be it resolved that the Board of Education of Kalida Local Schools will give all students the opportunity to participate in the recitation of the Pledge of Allegiance each morning that school is in session.

### **Child Abuse**

School personnel are required by law to report any evidence of child abuse or neglect to Putnam County Children Services. The school is required to and will cooperate 100% with law enforcement officials.

### **Visitors**

Parents and other visitors are requested to report to the school office before going to a classroom. This is for the protection of the children.

### **Substitute Teachers**

A substitute teacher will periodically teach every student. The most common reason for using substitute teachers occurs when the regular teacher is ill. However, substitutes are also used when regular teachers are on leave for personal business, professional training, or a family emergency. Students are expected to cooperate and behave and to be extra courteous to substitute teachers. Any misconduct in the classroom will be dealt with immediately.

### **Money**

If you give your child money for book payments, lunch, classroom books, etc., please put it in an envelope and write on the envelope

your child's name and the purpose for which the money is sent.

### **Lost and Found**

A lost and found box is located in the school office. If your child loses an item, have him check there. If you are in the building, please look through the box for any items your child may have lost.

Labeling all items belonging to the children can eliminate lost items.

### **Personal Property**

**CHILDREN ARE NOT TO BRING THEIR PERSONAL BELONGINGS WITHOUT PERMISSION FROM THEIR TEACHER. The school will not be responsible for lost or broken items.** Examples include electronic gadgets, video games, toys, etc. Cellular phones and other electronic devices must be turned off during school hours (7:45 a.m.-3:00 p.m.) unless permission is given by staff members.

### **Lockers**

Lockers will be assigned students for their use. Students are responsible for keeping their locker in order.

Valuables should not be kept in lockers. All lockers are the property of Kalida Local Schools. While students are entitled to reasonable privacy, lockers may be searched if there is reasonable cause to believe that stolen, illegal, or prohibited materials are contained in the locker. The search will be conducted by the principal or his designee.

### **Volunteers**

Parent and community volunteers are encouraged to contact the school. Volunteers are needed as resource people, teachers' aides, and for special events. Please contact the office for details.

### **Fund Raising**

The funds gained from these activities are used to purchase enrichment materials, playground equipment, and for various school functions.

For example, awards day, movies and presentations, etc. Some classes may participate in charitable fund raisers.

### **KALIDA ELEMENTARY SCHOOL PLANT**

The Kalida Elementary School is a single story building with twenty-four classrooms, a library, a cafeteria, and a gymnasium. The school is surrounded by adequate play area furnished with a variety of playground equipment. Individual classrooms are provided for music, physical education, extended day kindergarten, library, learning disabilities, computer classes, developmentally handicapped, and twenty-one regular kindergarten through sixth grade units.

We at Kalida Elementary School, sincerely believe we have one of the finest schools and that a quality education in a pleasant, cheerful environment is available to each child.

## 2014-15 CALENDAR

### August

- 18 Local Teachers' Meeting
- 18 Back to School Night
- 20 First Day for Students

### September

- 1 No Classes-Labor Day
- 8 2 Hr. Delay – Staff Development
- 19 Mid Term Reports

### October

- 1 School Pictures
- 24 End of First Nine Weeks
- 27 Quarter Break – No Classes
- 31 Report Cards Distributed

### November

- 3-7 Parent/Teacher Conference Sign-up
- 5 Picture Retakes
- 21 Mid-term Reports
- 24 Parent/Teacher Conferences
- 25 Parent/Teacher Conferences - No Classes
- 26 No Classes
- 27-30 Thanksgiving Holiday - No Classes

### December

- 1-5 Kindergarten Registration
- 19 Last Day for 2014

### January

- 5 Classes Resume for 2015
- 16 End of Second Nine Weeks
- 19 Martin Luther King Day - No Classes
- 23 Report Cards Distributed

### February

- 16 Presidents' Day - No Classes
- 20 Mid-term Reports

### March

- 9 2 Hr. Delay – Staff Development
- 20 End of Third Nine Weeks
- 27 Report Cards Distributed

### April

- 3 Spring Break Begins
- 7 Classes Resume
- 24 Mid-term Reports

### May

- 22 Last Day of Classes for 2014-15
- 24 KHS Graduation – Class of 2015
- 26 Teacher Record Day

## Kalida Elementary Faculty and Staff

### 2014-15

Superintendent, Mr. Karl Lammers  
Principal, Mrs. Kathleen J. Verhoff  
Secretary, Mrs. Marcia Vennekotter  
5A Mrs. Deb Eickholt  
5B Mrs. Michele Niese  
4A Mrs. Alison Luderman  
4B Ms. Kayla King  
3A Mrs. Lori Erhart  
3B Mrs. Beth Birkemeier  
2A Mrs. Jill Laudick  
2B Mrs. Darlene Imm  
1A Ms. Pat Broecker  
1B Mrs. Cheryl Koch  
1C Mrs. Kelly Siefker  
Kg.A Mrs. Nancy Kaufman  
Kg.B Mrs. Deb Kahle  
Kg.C Mrs. Jessica Recker  
I.S. Mrs. Lori Fischer  
P.E. Mr. Keith Fischer  
Music Mrs. Mary Glick  
Band Mrs. Lori Klausing  
Paraprofessional, Miss Megan Heitmeyer  
Guidance, Mr. Jeff Clement  
Library, Mrs. Denise Scherer  
Library Aide, Mrs. Mary Lou Hoffman  
School Psychologist, Mrs. Julie Amstutz  
Speech, Mrs. Laurie Lindeman  
Technology Coordinator, Mr. Jeremy Okuley  
Maintenance, Mr. Ken Stechschulte  
Maintenance, Mr. Dan Bellmann  
Cafeteria, Mrs. Doris Stechschulte  
Cafeteria, Mrs. Sue Clementz  
Cafeteria, Mrs. Linda Schmenk  
Teacher Aide, Mrs. Chris Schroeder